

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2

1. CONTRACT/PURCHASE ORDER NO. HDQMWR-11-D-0001		2. DELIVERY ORDER NO. 00003		3. DATE OF ORDER (YYMMDD) 2011JAN 20		4. REQUISITION/PURCH REQUEST NO.		5. PRIORITY	
6. ISSUED BY COMMANDER, NAVY INSTALLATIONS COMMAND 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6560 (b) (6)				7. ADMINISTERED BY (If other than 6) Same as Block No. 6 Fax No. 901-874-6879		8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See schedule if other)			
9. CONTRACTOR Kids Included Together, INC. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 225-858-5686				10. DELIVER TO FOB POINT BY (Date) (YYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED			
12. DISCOUNT TERMS NET 30 DAYS				13. MAIL INVOICES TO					
SHIP TO See Schedule.				15. PAYMENT WILL BE MADE BY Commander Navy Installations Command ATTN: (b) (6) 5720 Integrity Drive Millington, TN 38055-6510 Telephone No. (b) (6)					

16. TYPE OF ORDER		DELIVERY		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.	
		PURCHASE		Reference your	
				furnish the following on terms specified herein	
				ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.	

NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
<input type="checkbox"/>		If this box is marked, supplier must sign Acceptance and return the following number of copies: 1 copy.					

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE NONAPPROPRIATED FUNDS		Company Code: 12326		Cost Center: 6510		GL Account: 783089		\$65,585.00	
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18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	2. AMOUNT
	See page 2 for Schedule of Supplies/Services				

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA (b) (6)		25. TOTAL \$65,585.00,	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. D.O. VOUCHER NO.	
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		30. INITIALS	
36. I certify this account is correct and proper for payment DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
37. RECEIVED AT		38. RECEIVED BY (Print)		34. CHECK NUMBER	
39. DATE RECEIVED (YYMMDD)		40. TOTAL CONTAINERS		35. BILL OF LADING NO.	
		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

DD Form 1155 Continuation Page (Kids Included Together, INC.).

CLIN	Description	QTY	U/I	Price	Total Price
0007	USMC Task: Site Visits	1	LOT	\$34,200.00	\$34,200.00
0029	USN Task: Online orientation for Navy IAT members	1	LOT	\$5,846.00	\$ 5,846.00
0030	USN Task: eLearning module on behavior/guidance	1	LOT	\$25,539.00	\$ 25,539.00
Total Price:					\$ 65,585.00

DD Form 1155 Continuation Page (Kids Included Together, INC.).

CLIN	Description	QTY	U/I	Price	Total Price
0006	USN Task (24 Business Days) Site Visits	1	LOT	\$52,200.00	\$52,200.00 (Estimated)
0016	USN Task, Presentation	1	LOT	\$12,770.00	\$12,770.00 (Estimated)
Estimated Total Price for this Delivery Order:					\$64,970.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.

P00002

3. EFFECTIVE DATE

2011 April 28

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

COMMANDER NAVY INSTALLATIONS COMMAND
MILLINGTON (N944)

5720 INTEGRITY DRIVE BLDG 457

MILLINGTON TN 38055-6500

POC: (b) (6)

Telephone No.: (b) (6)

(b) (6) @navy.mil

7. ADMINISTERED BY (If other than Item 6)

CODE

8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code)

Kids Included Together, INC.

2820 Roosevelt Road, Suite 202

San Diego, CA 92106

Telephone No.: 225-858-5686

(√)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER

X

HDQMWR-11-D-0001

10B. DATED (SEE ITEM 13)

4 Nov 2010

CODE

FACILITY
CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ended

☐ is extended ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning

submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF

OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)

A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

BUPERSINST 7043.1B (Bilateral)

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor

☐ is not,

X is required to sign this document and return

1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Description of Modification begins on page 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

(b) (6) (b) (6)

Kids Included Together

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

(b) (6)

15B. CONTRACTOR/OFFEROR

(b) (6)

15C. DATE SIGNED

4/28/2011

BY

(b) (6)

16C. DATE SIGNED

4/28/2011

(Signature of person authorized to sign)

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION OF MODIFICATION (Kids Included Together, INC.)

A. This modification is issued as follows (no cost mod):

1. Add CLIN 0033

CLIN	Description	QTY	U/I	Unit Price	Total Price
0033	USN Task. Training of Trainers	3	EA	\$7,500.00	\$22,500.00

2. Add CLIN 0034

CLIN	Description	QTY	U/I	Unit Price	Total Price
0034	USN Task. Binder, Training of Trainers Material	66	NTE	\$50.00	\$3,300.00

3. Revised CLIN 0006 (Revised total price from \$52,000.00 to: \$34,800.00)

CLIN	Description	QTY	U/I	Unit Price	Total Price
0006	(USN Task) Site Visits: Change from 24 business days to 16 business days.	1	LOT	\$34,800.00	\$34,800.00

4. Revised CLIN 0016 (Revised total price from \$12,770.00 to \$4,256.00)

CLIN	Description	QTY	U/I	Unit Price	Total Price
0016	(USN Task) Presentations: Change from 3 to 1.	1	LOT	\$ 4,256.00	\$ 4,256.00

B. The contract extension price remain \$1,760,437.00 (estimated).

C. All other terms and conditions of the contract remain unchanged.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE 2011 May 24		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500		7. ADMINISTERED BY (If other than Item 6) SAME AS BLOCK 6	
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code Kids Included Together, INC. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
Telephone No.: 225-858-5686		10A. MODIFICATION OF CONTRACT/ORDER NO. HDQMWR-11-D-0001		10B. DATED (SEE ITEM 13) 4 NOV 2010	
CODE		FACILITY CODE		X	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

Not Applicable

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:1
D. OTHER (Specify type of modification and authority) X BUPERSINST 7043.1B (Unilateral)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

A. This is a no cost modification. CLIN 0017 USMC Presentations Extension Total is revised to read from \$ 12,770.00 to \$4,257.00 (estimated)(decreased by \$8,513.00).

B. CLIN 0007 USMC Task (15 Days) Site Visits Extension Total is revised to read from \$34,200.00 to \$42,713.00 (estimated)(increased by \$8,513.00).

C. The total amount of the contract remain \$ 1,760,437.00 (estimated).

D. All other terms and conditions of the contract remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES (b) (6) BY (b) (6) (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED 24 May 2011	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00005		3. EFFECTIVE DATE 2011 Sep 2011		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE COMMANDER NAVY INSTALLATIONS COMMAND MILLINGTON (N944) 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Telephone No.: (b) (6) (b) (6)@navy.mil				7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code Kids Included Together, INC 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 858-225-5686				(v)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11) HDQMWR-11-D-0001			
				10A. MODIFICATION OF CONTRACT/ORDER 4 Nov 2010			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ended <input type="checkbox"/> is extended, <input type="checkbox"/> is not ext-.							
<small>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</small>							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
<input checked="" type="checkbox"/> A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).							
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
<input checked="" type="checkbox"/> D. is required to sign this document and return CNICINST 7043.1 Unilateral, Exercise Option Year One (1)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
A. This modification is issued to exercise Option Year One (1). Period: 4 Nov 2011 thru 3 Nov 2012. B. Non Appropriated Funding is available for this option year one (1). C. All terms and conditions of the contract remain unchanged. <small>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</small>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				(b) (6)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED			
				(b) (6)		3 Nov 2011	
(Signature of person authorized to sign)				BY _____			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 11		
2. AMENDMENT/MODIFICATION NO. P00006		3. EFFECTIVE DATE 2011 Nov 7		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS COMMAND MILLINGTON (N944) 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Telephone No.: (b) (6) (b) (6)@navy.mil				7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 858-225-5684				<div style="border: 1px solid black; padding: 5px; text-align: center;">(√) X</div>		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER	
						HDQMWR-11-D-0001	
						4 Nov 2010	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ended <input type="checkbox"/> is extended. <input type="checkbox"/> is not ext.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div>(√)</div><div>A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</div></div><div style="border-top: 1px solid black; padding-top: 5px;"><div style="display: flex; justify-content: space-between;"><div></div><div>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).</div></div><div style="border-top: 1px solid black; padding-top: 5px;"><div style="display: flex; justify-content: space-between;"><div>X</div><div>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: CNICINST 7043.1 Bilateral</div></div><div style="border-top: 1px solid black; padding-top: 5px;"><div style="display: flex; justify-content: space-between;"><div></div><div>D. is required to sign this document and return</div></div></div></div></div></div>							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, X is required to sign this document and return 1 copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.1							
15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)				
15B. CONTRACTOR/OFFEROR (b) (6)		15C. DATE SIGNED 11/7/11		BY (b) (6)		16C. DATE SIGNED 7 Nov 2011	
(Signature of person authorized to sign)							
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE							
30-105							
STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243							

PART II, SECTION C: PERFORMANCE WORK STATEMENT

TECHNICAL REQUIREMENTS/TASKS/PERIODS OF PERFORMANCE

CLIN 1001 (USN Task):

Support to Inclusion Action Team

The vendor will provide support to the on-going Inclusion Action Teams (IAT) by conducting administrative in-take of referral forms, tracking cases using secure web-based case management software, and assisting regions with conducting IAT meetings when necessary. The vendor shall be available to attend (2) IAT meetings per month via conference call. Additionally the vendor shall be available to support up to (4) IAT chairpersons to set up and maintain an active IAT. *To be completed ON-GOING at contractor's place of business.*

CLIN 1002 (USN Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 2,080 hours. Additionally the call center shall have a voice mail capability in the event an after-hours call is received and a follow-up response shall be provided by the vendor within 1 business day. An inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and capture; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USN CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 1003 (USMC Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USMC CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 1004 (USAF Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USAF CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 1005 (USA Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USA CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 1006 (USN Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Navy installations to visit child and youth programs not to exceed 36 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USN HQ CYP.

CLIN 1007 (USMC Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Marine installations to visit child and youth programs not to exceed 30 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Marine Corps CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USMC HQ CYP.

CLIN 1008 (USAF Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Air Force installations to visit child and youth programs not to exceed 44 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Air Force CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USAF HQ CYP.

CLIN 1009 (USA Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Army installations to visit child and youth programs not to exceed 72 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Army CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USA HQ CYP.

CLIN 1010 (All Service Task):

Webinar Services, General

The vendor will offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 1011 (All Service Task):

Webinar Services, Management

The vendor will conduct webinars on a quarterly basis, not to exceed 8 annually, targeted specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be repeated once to accommodate different time zones for a total of (2) webinars per quarter. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 1012 (USN Task):

Print Material

The vendor will design; utilizing USN CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet *"What is Inclusion"* is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USN CYP graphics and language, print and distribute worldwide a job aid, *"Communication Journal for Parents and Providers"*. This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	2,000
Helping Children Understand Their Peers with Autism	2,000
Supporting Social-Emotional Needs	2,000
What is Inclusion	2,000
Communication Journal for Parents and Providers	10,000
IAT Parent Brochure	2,000

To be completed ON-GOING at contractor's place of business.

CLIN 1013 (USMC Task):

Print Material

The vendor will design; utilizing USMC CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet *"What is Inclusion"* is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USMC CYP graphics and language, print and distribute worldwide a job aid, *"Communication Journal for Parents and Providers"*. This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	1,100
Helping Children Understand Their Peers with Autism	1,100
Supporting Social-Emotional Needs	1,100
What is Inclusion	1,100
Communication Journal for Parents and Providers	5,000

To be completed ON-GOING at contractor's place of business.

CLIN 1014 (USAF Task):

Print Material

The vendor will design; utilizing USAF CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USAF CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	3,250
Helping Children Understand Their Peers with Autism	3,250
Supporting Social-Emotional Needs	3,250
What is Inclusion	3,250
Communication Journal for Parents and Providers	15,000

To be completed ON-GOING at contractor's place of business.

CLIN 1015 (USA Task):

Print Material

The vendor will design; utilizing USA CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USA CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	4,350
Helping Children Understand Their Peers with Autism	4,350
Supporting Social-Emotional Needs	4,350
What is Inclusion	4,350
Communication Journal for Parents and Providers	20,000

To be completed ON-GOING at contractor's place of business.

CLIN 1016 (All Service Task):

Presentations

The vendor will provide presentations, not to exceed (4) annually, on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day. Presentation location dates, and specific schedule will be mutually agreed upon by the services and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 1024 (All service Task):

eLearning Subscription

The vendor will provide a learning portal with 15,000 eLearning Subscriptions, that can be accessed 24/7 from military computers as well as personal computers. Each eLearning Subscription shall be an individualized account that is password-protected and shall include a learning management system (LMS). The LMS will track all course work to include progress on module completion and all completed modules. The subscription includes a series of self-paced modules on inclusion and related topics and training delivered via streaming video and audio podcast for staff working in child and youth programs. The modules shall use flash-based interactivities, streaming video and include relevant case studies. Closed-captioning and text-based versions shall be available for users with disabilities. The eLearning subscription shall include downloadable print materials, handouts, and podcasts. Self-paced modules shall include *Opening Doors to Inclusive Programs* series, as well as training on specific topics like *Incorporating Sensory Supports* and *Stop, Schedule, Support*. Upon successful completion of a module a user shall have the ability to print a certificate of completion. All modules shall qualify as continuing education units. An administrator account will be established for each service to track staff utilization. Additionally, the vendor shall provide the ability to add additional eLearning Subscriptions on a as needed basis, and shall invoice on a monthly pro-rated cost. *To be completed ON-GOING at contractor's place of business.*

CLIN 1025 (All service Task):

Participation at the National Conference on Inclusion

The vendor shall provide registrations for attendance, not to exceed 150, to the National Conference on Inclusion. The conference shall consist of 3 days of presentations on inclusion specific to child and youth programs. The service representatives will determine distribution of attendees. The service branches are responsible for travel and accommodations of their participants.

CLIN 1026 (USN Task):

Field Research

The vendor shall conduct a thorough research and evaluation of the status of the Navy Inclusion process. A report will be provided at the conclusion of the study documenting the progress that the Navy has made over the last three years in the area of inclusion. Additionally, the report shall include on-going strengths and weaknesses, status of program implementation and recommendations for future improvement areas.

To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.

CLIN 1029 (USN Task):

Online orientation for Navy IAT members

The vendor will write, develop and record an orientation for people serving as members of Inclusion Action Teams in all regions. The orientation will be self-paced and available 24/7 via the vendor's portal and accessible by military computers as well as personal computers. The orientation will cover the responsibilities of membership in the Inclusion Action Team, structure and goals, potential community resources and the referral process that is used prior to the IAT meeting. *To be completed ON-GOING at contractor's place of business.*

CLIN 1030 (USN Task):

eLearning modules, Navy specific guidance

The vendor shall research, write, develop and produce a series of five eLearning training modules specifically designed to train Operations Clerks, Training & Curriculum Specialists, CYP Directors, CDH Providers and CYP Professionals providing direct care to children. The eLearning series will be a comprehensive training on the topic of Navy CYP guidance for supporting Inclusion. The training will be specific to the roles and responsibilities of the listed positions and how they relate to Navy Inclusion. The modules will utilize streaming video, interactivities, downloadable handouts and accessible formats. The modules shall be available 24/7 as an on-demand training module hosted on the vendor's portal embedded in the LMS. Upon successful completion, each user can print a certificate of completion. The module shall qualify as continuing education units. *To be completed ON-GOING at contractor's place of business.*

CLIN 1031 (All Service Task):

Travel

The contractor will be reimbursed for authorized travel made in association with the performance of this contract to include per diem, lodging, airfare, rental car and incidental expenses. Travel cost will be reimbursed per the following guidelines:

- 1.) The contractor shall submit itemized receipts for commercial transportation, lodging, rental car, fuel, personal vehicle mileage, parking, and incidental expenses on a monthly basis with the monthly invoice. Food/meal receipts are not required.
- 2.) A fee for profit on travel cost and per diem is NOT authorized.
- 3.) Commercial transportation is ONLY authorized at the restricted fare rate not to exceed regular coach rate. Baggage fees are reimbursable.
- 4.) Per diem and incidental expense rate shall be reimbursed as follows:
 - a.) in accordance with DoD published rates for geographic area of travel, which can be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. Per diem consist of local meals and incidentals.
 - b.) at the rate of 75% of published rate for geographic area of travel for the first and last day of travel, and 100% of published rate for remaining travel days.
- 5.) Every attempt should be made to utilize Navy Gateway Inns and Suites for lodging if practical and available. Lodging cost will be reimbursed at the actual expense rate, to include fees and taxes.

Contact the Contracting Officer or Contracting Officer Representative for reimbursement clarification if required prior to travel.

CLIN 1032 (All Service Task):

Estimated Shipping

Estimated shipping expenses are based on current rates and the actual freight charges are subject to change based on the current rates on the date of shipment. The vendor shall invoice for and will only be reimburse for actual freight charges.

CLIN 1035 (All Service Task)

Kit Facilitator's Program

A group of 25 trainers representing all services (USN, USMC, USAF, and USA) will be trained to deliver KIT's Introduction to Inclusion training module within their programs and regions. The participants will need to meet minimum criteria via application to KIT and approved by each service branch. The participants will be

required to view the module via streaming video, attend a live one-day program and will have access to a moderated online discussion board for ongoing support. Shall include; facilitator's Guide, CD of materials, access to online trainer resources, and ongoing support and evaluation.

CLIN 1036 (All Service Task)

Podcast

Develop, produce and record a series of 3 audio trainings downloadable by MP3 file in inclusion related topics. This assists staff with limited computer access.

B. All other terms and conditions of the contract remain unchanged.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00008		3. EFFECTIVE DATE 2012 Oct 2		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS COMMAND MILLINGTON (N944) 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6500 (b) (6) Telephone No.: (b) (6) (b) (6)@navy.mil				7. ADMINISTERED BY (If other than Item 6) Same as Block # 6.			
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 858-225-2584				(v)		9A. AMENDMENT OF SOLICITATION NO.	
				X		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER HDQMWR-11-D-0001	
						10B. DATED (SEE ITEM 13) 4 Nov 2010	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ended <input type="checkbox"/> is extended, <input type="checkbox"/> is not ext.							
<small>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</small>							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Non-Appropriated Funds: Company Code: 6510 Cost Center: 12326 GL Account: 783089 Increased \$1,871,589.00							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
<input checked="" type="checkbox"/> A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).							
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
<input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) CNICINST 7043.1. Exercise Option 2							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, _____ is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				(b) (6), (b) (6)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				(b) (6)		2 October 2012	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION PAGE OF MODIFICATION (Kids Included Together, Inc.)

A. This modification is issued to exercise Option Year Two (2) for the period 4 November 2012 thru 3 November 2013.

B. The Schedule for Section B for Option Year Two (2) is cited below:

CLIN	DESCRIPTION	QTY	U/I	PRICE	EXTENDED PRICE
2001	USN Task: Support to Inclusion Action Team	1	LOT	\$17,656.00	\$17,656.00
2002	USN Task: Support Center: Executed via a call accessed by a toll free number and via email	1	LOT	\$161,951.00	\$161,951.00
2003	Support Center: Executed via a call accessed by a toll free number and via email	1	LOT	\$60,819.00	\$60,819.00
2004	USAF Task: Support Center: Executed via a call accessed by a toll free number and via email	1	LOT	\$62,669.00	\$62,669.00
2005	USA Task: Support Center: Executed via a call accessed by a toll free number and via email	1	LOT	\$63,519.00	\$63,519.00
2006	USN Tasks: Site Visits, NTE 36	1	LOT	\$85,500.00	\$85,500.00
2007	USMC Task: Sit Visits, NTE 30	1	LOT	\$72,200.00	\$72,200.00
2008	USAF Task: Site Visits, NTE 44	1	LOT	\$104,500.00	\$104,500.00
2009	USA Task: Site Visits, NTE 72	1	LOT	\$171,000.00	\$171,000.00

2010	All Service Task: Webinar Services, General	1	LOT	\$ 50,400.00	\$ 50,400.00
2011	All Service Task: Webinar Services, Management	1	LOT	\$ 9,257.00	\$ 9,257.00
2012	USN Task: Print Material	1	LOT	\$ 30,171.00	\$ 30,171.00
2013	USMC Task: Print Material	1	LOT	\$ 18,171.00	\$ 18,171.00
2014	USAF Task: Print Material	1	LOT	\$ 43,771.00	\$ 43,771.00
2015	USA Task Print Material	1	LOT	\$56,371.00	\$56,371.00
2016	All Service Task: Presentations	1	LOT	\$10,000.00	\$10,000.00
2024	eLearning Subscription	1	LOT	\$378,150.00	\$378,150.00
2025	All Service Task: Participation at the National Conference on Inclusion	1	LOT	\$ 71,250.00	\$ 71,250.00
2029	USN Task: Online orientation for Navy IAT members	1	LOT	\$2,000.00	\$2,000.00
2030	USN Task: eLearning module on behavior/guidance. (Continued)	1	LOT	\$152,234.00	\$152,234.00
2031	All Service: Estimate Travel	1	LOT	\$135,000.00	\$135,000.00
2032	All Service Task: Estimated Shipping	1	LOT	\$ 25,000.00	\$ 25,000.00
2035	All Service Task: KIT Facilitator's Program	1	LOT	\$ 15,000.00	\$15,000.00
2036	All Service Task: Podcast	1	LOT	\$ 3,000.00	\$ 3,000.00
2037	DoD: on-Line Modules (Continued)	1	LOT	\$ 30,000.00	\$30,000.00
2038	DoD: Booklets (Continued)	1	LOT	\$ 12,000.00	\$12,000.00
2039	DoD: Instructional Videos (Continued)	1	LOT	\$ 20,000.00	\$20,000.00
2040	DoD: Tip Sheets (Continued)	1	LOT	\$ 10,000.00	\$10,000.00

C. The estimated total amount for Option Year Two (2) is \$1,871,589.00.

D. The contract increases by \$1,871,589.00. The estimated total of the contract is revised to read from \$ \$1,918,389.00 to \$3,789,978.00.

E. All other terms and conditions of the contract remain unchanged.

END NARRATIVE OF P00008.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 22
2. AMENDMENT/MODIFICATION NO. P000010	3. EFFECTIVE DATE 2013 Nov 1	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Email: (b) (6) Telephone No. (b) (6)	CODE	7. ADMINISTERED BY (If other than Item 6) SAME AS BLOCK 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 POC: (b) (6) Telephone No. (b) (6)				9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) Modification of Contract/Order X HDQMWR-11-D-0001 10B. DATED (SEE ITEM 13) 4 Nov 2010	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers
Ended ☐ is extended, ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

NonAppropriated Funds: Company Code: 6510 Cost Center: 12326 GL Account: 783089 Increase: \$1,866,454.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: CNICINST 7043.1 Bilateral (Exercise Option Year Three)
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Description of Modification begins on page 2.

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6) (b) (6)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)	
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)	15C. DATE SIGNED 11-4-13	16B. UNITED STATES OF AMERICA BY (b) (6) (Signature of Contracting Officer)	16C. DATE SIGNED 11-4-2013

Continuation Sheet (Kids Included Together, Inc.)

A. This modification is issued as follows:

1. The contract number is revised to read from HDQMWR-11-D-0001 to HDQMWR-14-C-0010.
2. Exercise contract Option Year Three (3) for the period 4 November 2013 thru 3 November 2014.
3. The contract schedule for Section B is as follows:

CLIN #	DESCRIPTION	QTY	U/I	UNIT COST	EXTENSION
	ALL CLINS DESCRIBED BELOW ARE IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK	1	LOT		
3001	<u>USN Task:</u> Support to Inclusion Action Team	1	LOT	\$17,656.00	\$17,656.00
3002	<u>USN Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$161,951.00	\$161,951.00
3003	<u>USMC Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$60,819.00	\$60,819.00
3004	<u>USAF Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$62,669.00	\$62,669.00
3005	<u>USA Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$63,519.00	\$63,519.00
3006	<u>USN Task:</u> Site Visits – NTE 75	1	LOT	\$178,125.00	\$178,125.00
3007	<u>USMC Task:</u> Site Visits – NTE 32	1	LOT	\$76,000.00	\$76,000.00
3008	<u>USAF Task:</u> Site Visits – NTE 65	1	LOT	\$154,375.00	\$154,375.00
3009	<u>USA Task:</u> Site Visits – NTE 82	1	LOT	\$194,750.00	\$194,750.00
3010	<u>All Service Task::</u> Webinar Services, General	1	LOT	\$50,400.00	\$50,400.00
3011	<u>All Service Task:</u> Webinar Services, Management	1	LOT	\$13,885.00	\$13,885.00

3012	<u>All Service Task:</u> Print Material	1	LOT	\$30,171.00	\$30,171.00
3013	<u>No Longer Used</u>	N/A	N/A	N/A	N/A
3014	<u>No Longer Used</u>			N/A	N/A
3015	<u>No Longer Used</u>	N/A	N/A	N/A	N/A
3016	<u>All Service Task:</u> Presentations	1	LOT	\$10,000.00	\$10,000.00
3017	No Longer Used	N/A	N/A	N/A	N/A
3018	No Longer Used	N/A	N/A	N/A	N/A
3019	No Longer Used	N/A	N/A	N/A	N/A
3020	No Longer Used	N/A	N/A	N/A	N/A
3021	No Longer Used	N/A	N/A	N/A	N/A
3022	No Longer Used	N/A	N/A	N/A	N/A
3023	No Longer Used	N/A	N/A	N/A	N/A
3024	<u>All Service Task:</u> E-Learning Subscriptions	1	LOT	\$378,150.00	\$378,150.00
3025	<u>No Longer Used</u>	N/A	N/A	N/A	N/A
3026	<u>No Longer Used</u>	N/A	N/A	N/A	N/A
3027	<u>No Longer Used</u>	N/A	N/A	N/A	N/A
3028	<u>No Longer Used</u>				
3029	<u>USN Task::</u> On Line Orientation for IAT	1	LOT	\$2,000.00	\$2,000.00
3030	<u>USN Task::</u> E-Learning Modules	1	LOT	\$152,234.00	\$152,234.00
3031	<u>All Service Task:</u> Estimated Travel	1	LOT	\$200,000.00	\$200,000.00
3032	<u>All Service Task:</u> Estimated Shipping	1	LOT	\$25,000.00	\$25,000.00
3035- 3040	No Longer Used	N/A	N/A	N/A	N/A
3041	<u>DLA Task:</u> Site Visits – NTE 4	1	LOT	\$9,500.00	\$9,500.00
3042	<u>All Service Task:</u> T&C Training Program	1	LOT	\$15,000.00	\$15,000.00
3043	<u>All Service Task:</u> Inclusion Reporting Dashboard	1	LOT	\$15,000.00	\$15,000.00

1001	OPTION YEAR ONE (1) Includes all CLIN's for base year (0001 thru 0036) .IAW Statement of Work.	1	LOT		
2001	OPTION YEAR TWO (2) Includes all CLIN's for base year (0001 thru 0036) IAW Statement of Work.	1	LOT		
3001	OPTION YEAR THREE (3) Includes all CLIN's for base year(0001 thru 0036_ IAW Statement of Work.	1	LOT	\$1,871,204.00	\$1,871,204.00
4001	OPTION YEAR FOUR (4) CLINs to be determined.	1	LOT		

PART I, SECTION C: DESCRIPTION/SPECS./WORK STATEMENT

BACKGROUND: This requirement is to support child and youth programs that include children with and without disabilities.

TASK/TITLE: Creative and technical services supporting Navy (USN), Marine (USMC), Air Force (USAF) and Army (USA) Child and Youth Programs working with children with and without disabilities.

OBJECTIVE: The vendor shall provide training and consultation support to all USN, USMC, USAF, DLA and USA Child and Youth Programs on the topic of inclusion of children with disabilities in Child Development Centers, Child Development Homes, School Age, Youth and Teen Programs. The focus is to support CYP professionals in increasing both their ability and confidence in supporting children with disabilities, to provide personalized technical assistance to staff when challenges arise and to provide direct support for the Inclusion Action Team process. To support on-going professional development the vendor shall develop new training materials, shall provide a robust online learning portal including training modules on specific disabilities and shall train a team of hand-picked trainers who can help present live training on inclusion at installations world- wide. The vendor shall provide training to the HQ Specialists so that they are familiar with the revised policies and procedures and so that they know what to look for in an inclusive program when they are out in the field. In response to demand from the field and CNIC, special attention must be given to providing guidance and instruction to support children with challenging behaviors.

PERIOD OF PERFORMANCE: 4 November 2013 – 3 November 2014

PLACE OF PERFORMANCE: As stated in each task.

TRAVEL: Travel associated with this contract will be reimbursed in accordance with JTFR, and US Navy NAF travel regulations, MWRDIVINST 4651.1J (or current version). The contractor shall provide all receipts associated with travel. Travel costs are not included in the cost of each task and will be billed in accordance with the regulation stated in this paragraph.

TECHNICAL REQUIREMENTS/TASKS/PERIODS OF PERFORMANCE

CLIN 3001 (USN Task):

Support to Inclusion Action Team

The vendor shall provide support to the on-going Inclusion Action Teams (IAT) by conducting administrative in-take of referral forms, tracking cases using secure web-based case management software, and assisting regions with conducting IAT meetings when necessary. The vendor shall be available to attend (2) IAT meetings per month via conference call. Additionally the vendor shall be available to support up to (4) IAT chairpersons to set up and maintain an active IAT. *To be completed ON-GOING at contractor's place of business.*

CLIN 3002 (USN Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number of 1-866 helpline (1-866-930-0931) and email capability (email address navycyphelp@xxx.xxx) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 2,080 hours. Additionally the call center shall have a voice mail capability in the event an after-hours call is received and a follow-up response shall be provided by the vendor within 1 business day. An inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit requests for help via email and a response shall be provided within 1 business day of receipt. All email requests and responses shall be recorded and capture; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor shall market the support center to USN CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 3003 (USMC Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email

request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USMC CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 3004 (USAF Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USAF CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 3005 (USA Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be

recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USA CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 3006 (USN Task):

Site Visits

Vendor's inclusion specialist staff members shall travel to Navy installations to visit child and youth programs not to exceed 75 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USN HQ CYP.*

CLIN 3007 (USMC Task):

Site Visits

Vendor's inclusion specialist staff members shall travel to Marine installations to visit child and youth programs not to exceed 32 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with USMC CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USMC HQ CYP.*

CLIN 3008 (USAF Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Air Force installations to visit child and youth programs not to exceed 65 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with USAF CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote

services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USAF HQ CYP.*

CLIN 3009 (USA Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Army installations to visit child and youth programs not to exceed 82 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with USA CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USA HQ CYP.*

CLIN 3010 (All Service Task):

Webinar Services, General

The vendor will offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 3011 (All Service Task):

Webinar Services, Management

The vendor will conduct (12) webinar specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be

repeated once to accommodate different time zones for a total of (24) webinars. Four of these webinars will relate to general management topics plus KIT will provide two webinars specific to service-specific management topics. The KIT POC for each service will approve the topics and information. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 3012 (All Service Task)

Print Material

The vendor will print and deliver previously designed training booklets to military child care programs worldwide not to exceed the below quantity:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	2,000
Helping Children Understand Their Peers with Autism	2,000
Supporting Social-Emotional Needs	2,000
What is Inclusion	2,000
Communication Journal for Parents and Providers	10,000

To be completed ON-GOING at contractor's place of business.

CLIN 3013 (No longer used):

CLIN 3014 (No Longer used):

CLIN 3015 (No longer used):

CLIN 3016 (No longer used):

Presentations

The vendor will provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences. Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 3017 (No longer used):

CLIN 3018 (No longer used):

CLIN 3019 (No longer used):

CLIN 3020 (No longer used):

CLIN 3021 (No longer used):

CLIN 3022 (No longer used):

CLIN 3023 (No longer used):

CLIN 3024 (All Service Task):

eLearning Subscription

The vendor will provide a learning portal that can be accessed 24/7 from military computers as well as personal computers. Each eLearning Subscription, not to exceed 15,000, shall be an individualized account that is password-protected and shall include a learning management system (LMS). The LMS will track all course work to include progress on module completion and all completed modules. The subscription includes a series of self-paced modules on inclusion and related topics and training delivered via streaming video and audio podcast for staff working in child and youth programs. The modules shall use flash-based interactivities, streaming video and include relevant case studies. Closed-captioning and text-based versions shall be available for users with disabilities. The eLearning subscription shall include downloadable print materials, handouts, and podcasts. Self-paced modules shall include *Opening Doors to Inclusive Programs* series, as well as training on specific topics like *Incorporating Sensory Supports* and *Stop, Schedule, Support*. Upon successful completion of a module a user shall have the ability to print a certificate of completion. All modules shall qualify as continuing education units. Additionally, an administrator account will be established for each service to track staff utilization. *To be completed ON-GOING at contractor's place of business.*

CLIN 3025 (No longer used):

CLIN 3026 (No longer used):

CLIN 3027 (No longer used):

CLIN 3028 (No longer used):

CLIN 3029 (USN Task):

Online orientation for Navy IAT members

The vendor will write, develop and record an orientation for people serving as members of Inclusion Action Teams in all regions. The orientation will be self-paced and available 24/7 via the vendor's portal and accessible by military computers as well as personal computers. The orientation will cover

the responsibilities of membership in the Inclusion Action Team, structure and goals, potential community resources and the referral process that is used prior to the IAT meeting. *To be completed ON-GOING at contractor's place of business.*

CLIN 3030 (USN Task):

The vendor shall research, write, develop and produce a series of five e-learning training modules specifically designed to meet the needs of specific roles and responsibilities of positions within the CYP. The e-learning series will be a comprehensive training on the topic of Navy CYP guidance for supporting inclusion. The modules will utilize streaming video, interactivities, downloadable handouts and accessible formats. *To be completed ON-GOING at contractor's place of business.*

CLIN 3031 (All service Task):

Travel

The contractor will be reimbursed for authorized travel made in association with the performance of the contract to include per diem, lodging, airfare, rental care and incidental expenses. Travel cost will be reimbursed per the following guidelines:

- 1) The contractor shall submit itemized receipts for commercial transportation, lodging, rental car, fuel, personal vehicle mileage, parking and incidental expenses on a monthly basis with the monthly invoice. Food/meal receipts are not required.
- 2) A fee for profit on travel cost and per diem is NOT authorized.
- 3) Commercial transportation is ONLY authorized at the restricted fare rate not to exceed regular coach rate. Baggage fees are reimbursable.
- 4) Per diem and incidental expense rate shall be reimbursed as follows:
 - a. In accordance with DoD published rates for geographic area of travel, which can be found at <http://www.defensetravel.dod.mil/site/prediemCalc.cfm>. Per diem consist of local meals and incidentals.
 - b. At the rate of 75% of published rate for geographic area of travel for the first and last day of travel and 100% of published rate for remaining travel days.
- 5) Every attempt should be made to utilize Navy Gateway Inns and Suites for lodging if practical and available. Lodging cost will be reimbursed at the actual expense rate to include fees and taxes.

Contact the Contracting Officer of Contracting Officer Representative for reimbursement clarification if required prior to travel.

CLIN 3032 (All service Task):

Estimated Shipping

Estimated shipping expenses are based on current rates and the actual freight charges are subject to change based on the current rates on the date of shipment. The vendor shall invoice for and will only be reimbursed for actual freight charges.

CLIN 3033 (No longer used):

CLIN 3034 (No longer used):

CLIN 3035 (No longer used):

CLIN 3036 (No longer used):

CLIN 3037 (No longer used):

CLIN 3038 (No longer used):

CLIN 3039 (No longer used):

CLIN 3040 (No longer used):

CLIN 3041 (DLA Task):

Site Visits

Vendor's inclusion specialist staff members will travel to Defense Logistics Agency (DLA) facilities to visit child and youth programs not to exceed 4 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with DLA CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by DLA CYP.*

CLIN 3042 (All Service Task):

T&C Coaching Program

Vendor will design a coaching program for Training & Curriculum (T&C) Specialists using a blended learning model. Vendor will conduct a needs assessment of T&C Specialists representing all services (USN, USAF, USMC and USA) that identifies specific needs for their ongoing development in training and modeling CYP staff. 8 hours of content specific to T&C Specialists will then be developed by the vendor. Input and approval from the service technical advisors is required during the development process.

CLIN 3043 (All Service Task):

Inclusion Reporting Dashboard

KIT will work with Service technical advisors to identify desired data fields to be pulled from the KIT database. Information will be used to develop quarterly summaries of site visits and usage data for the purpose of tracking both short-term and long-term progress related to the services provided to

children with special needs. KIT will "build out" both their Salesforce and Online Learning Center databases to support these reporting requirements.

PART III, SECTION E – INSPECTION AND ACCEPTANCE

Unless otherwise provided herein, inspection shall be made after receipt of the supplies/equipment by the ordering activity, or after completion of services by the Contractor. Inspection and acceptance shall not be conclusive, with respect to latent defects or fraud, or with respect to the NAFIs rights under the Proof of Shipment provisions contained herein. In case any supplies/equipment or services are defective in material or workmanship, or are otherwise not in conformity with the requirements of this contract, the NAFI shall have the right to reject such supplies or services, or to require replacement or correction. Rejected supplies/equipment shall be removed by and at the expense of the Contractor promptly after notice. If required by the NAFI, the Contractor, after notice of defect or non-conformance, shall, in a timely manner, correct or replace the defective or non-conforming supplies/equipment or services, or any part thereof. When such correction or replacement requires transportation of the supplies/equipment or part thereof, all shipping costs to and from the Contractor's plant or place of business shall be borne by the Contractor.

End of Section E

PART IV, SECTION G – CONTRACT ADMINISTRATION

G-1. Submit invoices to:

CNIC MILLINGTON (N912)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-6510

ATT: [REDACTED]
[REDACTED]

Telephone No.: [REDACTED]

INVOICES. An invoice is a written request for payment under the contract for supplies/equipment delivered or for services rendered. In order to be proper, an invoice should include (and in order to support the payment of interest penalties) must include the following:

- a. Invoice date;
- b. Name of Contractor;
- c. Contract number (include order number, if any) contract description of supplies or services, quantity, contract unit of measure and unit price and extended total;
- d. Shipment number and date of shipment;
- e. Name and address to which payment is to be sent (name must be the same as that in the contract or on a proper notice of assignment);

- f. Name (where practicable), title, telephone number and mailing address of person to be notified in event of a defective invoice; and
- g. Any other information or documentation required by other provisions of the contract (such as evidence of shipment)

Invoices shall be prepared and submitted in duplicate (one copy shall be marked "Original") unless otherwise specified.

G-2. Accounting Classification:

Non Appropriated Funds Company Code: 6510 Cost Center: 12326 GL Account: 783089

G-3 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

a. The COR serves primarily as liaison between the Contractor and the Contracting Officer. The COR clarifies contract requirements as necessary with respect to the specification or statement of work, and monitors the progress and quality of Contractor performance. The COR may not direct the Contractor in performance of the work. The COR will inspect and/or accept the services and/or deliverables due as the Contracting Officer's Representative. All matters pertaining to this contract of a technical nature should be referred to the below listed Contracting Officer's Representative:

COR: [REDACTED]
E-mail: [REDACTED]@navy.mil
Telephone No.: [REDACTED]

b. The COR is not an Administrative Contracting Officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the contract.

c. When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract, the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the Contractor under such direction until the Contracting Officer has issued a modification to the contract, or until the issue has been otherwise resolved.

NOTE: THE COR DOES NOT HAVE THE AUTHORITY TO CHANGE ANY ASPECT OF THE CONTRACT, NOR TO OBLIGATE THE NAFI IN CONTRACTUAL MATTERS. THE MWR DIVISION CONTRACTING OFFICER IS THE SOLE PERSON AUTHORIZED TO CHANGE, MODIFY, OR OTHERWISE ALTER ANY OF THE REQUIREMENTS OF THIS CONTRACT. CHANGES EFFECTED BY ANYONE OTHER THAN THE MWR DIVISION CONTRACTING OFFICER WILL NOT OBLIGATE THE MWR DIVISION

PART I, SECTION H - SPECIAL CONTRACT REQUIREMENTS

H-1. **DEPARTMENT OF LABOR WAGE DETERMINATION**: The service contract act and DOL wage Determination WD apply to this contract. The wage determination is available from:
<http://www.wdol.gov/sca.aspx#0>.

End of Section H.

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| 35. CLEARANCE AND DOCUMENT – SHIPMENTS | |
| 36. CONVICT LABOR | |
| 37. CONTRACT WORK HOURS & SAFETY STANDARDS ACT | |

PART II, SECTION I

NONAPPROPRIATED FUND CONTRACT CLAUSES

1. Definitions. As used throughout this contract, the following terms and abbreviations have the meaning set forth below:
 - a. The term "Contract" means this agreement or order and any modifications hereto.
 - b. The abbreviation "NAFI" means Nonappropriated Fund Instrumentality of the United States Government.
 - c. The term "Contracting Officer" means the person executing or responsible for administering this contract on behalf of the NAFI which is a party hereto, or his successor or successors.
 - d. The term "Contractor" means the party responsible for providing supplies/equipment and/or services at a certain price or rate to the NAFI under this contract.
 - e. The term "Contracting Officer's Representative" (COR) means a person appointed by the contracting officer to monitor performance and act as a liaison between the contractor and the contracting officer.
2. Advertisements. The contractor agrees that none of its, nor its agent's, advertisements to include publications, merchandise, promotions, coupons, sweepstakes, contests, sales brochures, etc., shall state, infer, or imply that the contractor's products or services are approved, promoted, or endorsed by the NAFI. Any advertisement, including cents off coupons, which refers to a NAFI, will contain a statement that the advertisement is neither paid for nor sponsored, in whole or in part, by that particular activity.
3. Assignment. A contractor may not assign their rights or delegate their obligations under this contract without prior written consent of the contracting officer.
4. Commercial Warranty. The contractor agrees that the supplies/equipment or services furnished under this contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such supplies/equipment or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the NAFI by any other clause of this contract. The printed terms and conditions of such warranty will be provided to the NAFI with the delivery of any supplies/equipment or services covered.
5. Discounts for Prompt Payment. In connection with any prompt payment discount offered, time will be computed from the date of the contractor's invoice. Payment is deemed to have been made as of the date on the payment check or date on which electronic funds transfer is made.
6. Disputes. Except as otherwise provided in this contract, any dispute or claim concerning this contract, which is not disposed of by agreement, shall be decided by the contracting officer, who shall state their decision in writing, and mail or otherwise furnish a copy of it to the contractor. Within 90 days from date of receipt of such copy, the contractor may appeal by mailing or otherwise furnishing to the contracting officer a written appeal addressed to the immediate superior in Command (ISIC) of the Command one level above the contracting officer's Command. The decision of this authority shall be final and conclusive. If no such appeal is filed, the decision of the contracting officer shall be final and conclusive. The contractor shall be afforded an opportunity to be heard and to offer evidence in support of any appeal under this clause. Pending final decision on such a dispute, the contractor shall proceed diligently with the performance of the contract and according to the decision of the contracting officer, unless directed to do otherwise by the contracting officer.

7. Examination of Records

- a. The clause is applicable if the amount of this contract exceeds \$10,000 and the contract was entered into by means of negotiation. The contractor agrees that the contracting officer or their duly authorized representative shall have the right to examine and audit the books and records of the contractor directly pertaining to the contract during the period of the contract and up to 3 years after contract expiration date and final payment.
- b. The contractor agrees to include the clause in paragraph 7a above in all subcontracts there-under which exceeds \$10,000.

8. Gratuities

- a. The NAFI may, by written notice to the contractor, terminate the right of the contractor to proceed under this contract if it is found, after notice and hearing by the Contracting Officer that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the contractor, or any agent or representative of the contractor, to any officer or employee of the government or the NAFI with a view toward securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract. The Contracting Officer must coordinate with and receive approval from N94 on all matters arising under this section.
- b. In the event this contract is terminated as provided in paragraph 8a above, the NAFI shall be entitled (1) to pursue the same remedies against the contractor as it would pursue in the event of a breach of contract by the contractor, and (2) as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the Contracting Officer, which shall not be less than three nor more than ten times the cost incurred by the contractor in providing any such gratuities to any such officer or employee.
- c. The rights and remedies of the NAFI provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

9. Hold and Save Harmless. The contractor shall indemnify, save harmless, and defend the NAFI, its outlets, and customers from any liability, claimed or established, for violation or infringement of any patent, copyright, or trademark right asserted by any third party with respect to goods hereby ordered or any part thereof. Contractor further agrees to hold the NAFI harmless from all claims or judgments for damages resulting from the use of products listed in this contract, except for such claims or damages caused by or resulting from negligence of NAFI customers, employees, agents, or representatives. Also, the contractor shall at all times hold and save harmless the NAFI, its agents, representatives, and employees from any and all suits and expenses which arise out of acts or omissions of the contractor, its agents, representatives, or employees.

10. Inspection. Unless otherwise provided herein, inspection shall be made after receipt of the supplies/equipment by the ordering activity or after completion of services by the contractor. Inspection and acceptance shall not be conclusive, with respect to latent defects or fraud, or with respect to the NAFI's rights under the proof of shipment provisions contained herein. In case any supplies/equipment or services are defective in material or workmanship, or are otherwise not in conformity with the requirements of this contract, the NAFI shall have the right to reject such supplies or services, or to require replacement or correction. Rejected supplies/equipment shall be removed by and at the expense of the contractor promptly after notice. If required by the NAFI, the contractor, after notice of defect or non-conformance, shall, in a timely manner, correct or replace the defective or non-conforming supplies/equipment or services, or any part thereof. When such correction or replacement requires transportation of the supplies/equipment or part thereof, all shipping costs to and from the contractor's plant or place of business shall be borne by the contractor.

11. Insurance

- a. The contractor shall, at their expense, procure and maintain, during the entire performance period of this contract, insurance of at least the kinds and minimum amount set forth herein.
- b. At all times during performance, the contractor shall maintain with the contracting officer a current certificate of insurance showing at least the insurance required herein, and providing 30 days written notice to the contracting officer by the insurance company prior to cancellation or material change in policy coverage.
- c. The contractor shall also require all first-tier subcontractors, who will perform work on a government installation, to procure and maintain the insurance required herein during the entire period of their performance. The contractor shall furnish (or assure that it has been furnished) to the contracting officer a current certificate of insurance meeting the requirements of paragraph 11b above, for each such first-tier subcontractor, at least 5 days prior to entry of each such subcontractor's personnel on the installation.
- d. In implementation of the insurance clause above, the contractor shall procure and maintain:
 - (1) Worker's compensation as prescribed by the laws of the State in which the work will be performed and employer's liability insurance.
 - (2) General liability insurance wherein the NAFI and the United States are included as named insured, stating that such insurance is primary (secondary to or contributory with no other insurance). Policy limits of \$1,000,000 per person - \$1,000,000 per occurrence for injury or death, and \$1,000,000 property damage per occurrence are required.
 - (3) The contractor is responsible for damage or loss to his/her owned or leased equipment. Claims will be honored only if it can be shown that the NAFI was negligent and caused damage or loss to the contractor's equipment.

12. Invoices. An invoice is a written request for payment under the contract for supplies/equipment delivered or for services rendered. In order to be proper, an invoice must include (and in order to support the payment of interest penalties) the following:

- a. Invoice date;
- b. Name of contractor;
- c. Contract number (include order number, if any), contract description of supplies or services, quantity, contract unit of measure, unit price, and extended total;
- d. Shipment number and date of shipment;
- e. Name and address to which payment is to be sent (name must be the same as that in the contract or on a proper notice of assignment);
- f. Name (where practicable), title, telephone number and mailing address of person to be notified in the event of a defective invoice; and
- g. Any other information or documentation required by other provisions of the contract (such as evidence of shipment).

Invoices shall be prepared and submitted in duplicate (one copy shall be marked "Original") unless otherwise specified.

13. Law Governing Contracts. In any dispute arising out of this contract, the decision of which requires consideration of law questions, the rights and obligations of the parties shall be interpreted and determined according to the substantive and procedural laws of the United States of America.

14. Legal Status. The NAFI is an integral part of the Department of Defense and is an instrumentality of the United States Government. NAFI contracts are United States Government contracts; however, they do not obligate appropriated funds of the United States. NO APPROPRIATED FUNDS OF THE UNITED STATES SHALL BECOME DUE OR BE PAID A CONTRACTOR BY REASON OF THIS CONTRACT.

15. Modifications. No agreement or understanding to modify this contract will be binding upon the NAFI unless it is made in writing and signed by a contracting officer from the office that issued the contract or its successor.

16. Order of Precedence. In the event of an inconsistency between provisions of this solicitation/contract, the inconsistency shall be resolved by giving precedence in the following order: (1) description of the supplies/equipment or services and prices/costs; (2) description/specifications/work statement; (3) special contract requirements; (4) contract clauses; (5) other provisions of the solicitation/award; and (6) any portion of the contractor's bid or proposal that has been incorporated by reference and made a part of the contract.

17. Payments. Payment of prices stated in this contract will be made according to the Prompt Payment Act, as amended. Unless otherwise specified, payment will be made on partial deliveries accepted by the NAFI when the amount due on such deliveries so warrants. Payment is deemed to have been made as of the date on the payment check or date on which electronic funds transfer is made.

18. Proof of Shipment. (Applicable to shipments outside the United States through the Defense Transportation System (DTS) and parcel post shipments to overseas destinations.) Except as otherwise provided in this contract, payment will be made for items not yet received upon receipt of an invoice accompanied by proof of delivery to a postal system or common carrier if delivery is FOB point of origin. For deliveries FOB destination named port of debarkation, the invoice must be accompanied by a signed receipt by a government representative at the named port.

19. Taxes. The prices herein reflect full reduction for taxes that are non-applicable. In addition to the exemption from federal excise taxes by virtue of exportation, all tangible personal property sold to NAFIs for resale are exempt from sales and use taxes. All sales other than for resale depend on state law or federal constitutional immunity for exemption from state sales and use taxes.

20. Termination for Convenience. The contracting officer, by written notice, may terminate this contract, in whole or in part when it is in the best interest of the NAFI. If this contract is for supplies/equipment and is so terminated, the contractor shall be compensated according to FAR subparts 49.1 and 49.2 in effect on the date of this contract award. To the extent that this contract is for services and is so terminated, the NAFI shall be liable only for payment according to the payment provisions of this contract for services rendered prior to the effective date of termination, providing there are no contractor claims covering non-recurring costs for capital investment. If there are any such contractor claims, they shall be settled according to FAR subparts 49.1 and 49.2.

21. Termination for Default. The contracting officer, by written notice, may terminate this contract in whole or in part for failure of the contractor to perform any of the provisions hereof. In such event, the contractor shall be liable for damages including the excess cost of re-procuring similar supplies/equipment or services; provided that, if (1) it is determined for any reason that the contractor was not in default or (2) the contractor's failure to perform is without the contractor's or subcontractor's control, fault, or negligence, the termination must be deemed to be a termination for convenience. As used in this provision, the term "subcontractor" means subcontractor at any tier.

22. Variation in Quantity. No variation in quantity of any item listed in the order/contract will be accepted unless authorized by the contracting officer.

SUPPLEMENTAL CLAUSES

Option to Extend

a. The contracting officer shall advise the contractor in writing at least 60 calendar days before the contract period expires of the NAFI's desire to extend the period of the contract for 12 months/days. If the NAFI exercises this option, the extended contract shall be considered to include this option provision.

b. The total duration of this contract, including any extension pursuant to the option exercised under this clause, shall not exceed 5 years and six months from the date of the original contract.

B. The actual funds placed on this contract are as follows:

Base Year:	\$1,760,437.00	Funded under Contract No.HDQMWR-11-D-0001
Option Year One (1)	Funds of \$724,000.00	Carry over funds from the Base Period under Contract No.HDQMWR-11-D-0001
Option Year Two (2)	\$1,871,589.00.	Funded under Contract No.HDQMWR-11-D-0001
Option Year Three (3)	\$1,866,454.00	Contract # HDQMWR-14-C-0010

C. There were nine (9) modifications issued under Contract No. HDQMWR-11-D-0001.

(End Narrative of P000010)

23. Protests. Offerors are encouraged to resolve any complaints or issues they may have with the contracting officer in an informal manner. However, where an offeror is not satisfied with an award decision of the contracting officer, that offeror may file a written protest with the contracting officer and the contracting officer will issue a final decision on the protest. Any interested party who is dissatisfied by the contracting officer's final decision on the protest may file a written appeal with CNIC. The procedures for filing protests may be found in chapter 2, paragraph 223. A copy of paragraph 223 will be provided to any offeror by the contracting officer upon request.

CLAUSES INCORPORATED BY REFERENCE

The provisions of the following clauses set forth in the Federal Acquisition Regulation (FAR) are hereby incorporated into this order or contract by reference with the same force and effect as if they were given in full text. As used in the following clause, the term "Government" is deleted and the abbreviation "NAFI" is substituted in lieu thereof. The date of each clause shall be the current date set forth in the FAR at the time of issuance of an order or contract award. Clauses made inapplicable by the reference or by the type or order or contract (e.g., order or contracts for services instead of supplies/equipment) are self-deleting. Upon request, the contracting officer will provide the full text.

CLAUSE NO.	REFERENCE	CLAUSE TITLE
24	52.203-5	Covenant Against Contingent Fees (Contracts over \$150,000)
25	52.222-20	Walsh-Healey Public Contracts Act (Supply Contracts in Excess of \$15,000) (not with foreign contractors)
26	52.222.26	Equal Opportunity (Supply and Service Contracts over \$10,000)
27	52.222.35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Supplies and Services over \$100,000)
28	52.222-36	Affirmative Action for Workers with Disabilities (Supplies And Services Contracts Over \$15,000)
29	52.222-37	Employment Reports on Special Disabled Veterans, Veterans of The Vietnam Era, and Other Eligible Veterans (Supplies and Service Contracts over \$10,000)
30	52.225-13	Restrictions on Certain Foreign Purchases
31	52-232-11	Extras
32	52.243-1	Changes—Fixed Price (with ALT I through IV)
33	52.246-1	Contractor Inspection Requirements
34	52.246-16	Responsibility for Supplies
35	52.247-52	Clearance and Documentation Requirements—Shipments to DOD Air or Water Terminal Trans-shipment Points
36	52.222-3	Convict Labor (Contracts over \$2,500)
37	52.222-4	Contract Work Hours and Safety Standards Act—Overtime Compensation—General (Contracts over \$150,000)
38	52.222-41	Service Contract Act of 1965, as amended (Contracts over \$2,500)
39	52.246-4	Inspection of Services – Fixed Price

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 2010 Nov 19	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY COMMANDER NAVY INSTALLATIONS COMMAND MILLINGTON (N944) 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6500 (b) (6) Telephone No.: (b) (6) (b) (6) @navy.mil		7. ADMINISTERED BY (If other than Item 6) Same as Block # 6.		CODE	
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, INC. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No.: 225-858-5686				(√)	9A. AMENDMENT OF SOLICITATION NO.
					9B. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER HDQMWR-11-D-0001
					10B. DATED (SEE ITEM 13) 4 Nov 2010
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ended ☐ is extended, ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Not Applicable

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) BUPERSINST 7043.1B -Bilateral

E. IMPORTANT: Contractor ☐ is not, X is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See page 2 for Description of Modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect 1

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)
15B. DATE SIGNED (b) (6)	16B. UNITED STATES OF AMERICA (b) (6)
(Signature of person authorized to sign) 11/22/10	BY (Signature of Contracting Officer) 11/22/2010

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

- A. This modification is issued to revise Section B as to identify CLINs that are Firm-Fixed Price and CLINs that are Estimated.

PART I, SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS

ITEM LIST					
LINE #	DESCRIPTION	QTY	UI	UNIT COST	EXTENSION
ALL CLINs DESCRIBED BELOW ARE IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK					
0001	USN Task: (12 Months Tasking) Support to Inclusion Action Team	1	LOT	\$17,539.00	\$17,539.00
0002	USN Task (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$153,506.00	\$153,506.00
0003	USMC Task: (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$57,652.00	\$57,652.00
0004	USAF Task (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$59,502.00	\$59,502.00
0005	USA Task (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$60,352.00	\$60,352.00
0006	USN Task (24 Business Days): Site Visits	1	LOT	\$52,200.00	\$52,200.00 (Estimated)
0007	USMC Task (15 Days) Site Visits	1	LOT	\$34,200.00	\$34,200.00 (Estimated)
0008	USAF Task (24 Days) Site Visits	1	LOT	\$54,000.00	\$54,000.00 (Estimated)
0009	USA Task: (72 Days) Site Visits	1	LOT	\$156,600.00	\$156,600.00 (Estimated)
0010	All Service Task (24 EA) Webinar Services, General	1	LOT	\$48,000.00	\$48,000.00
0011	All Service Task (4 EA) Webinar Services, Management	1	LOT	\$8,770.00	\$8,770.00
0012	USN Task: Print Material	1	LOT	\$29,846.00	\$29,846.00 (Estimated)
0013	USMC Task: Print Material	1	LOT	\$17,846.00	\$17,846.00 (Estimated)
0014	USAF Task: Print Material	1	LOT	\$43,446.00	\$43,446.00 (Estimated)
LINE #	DESCRIPTION	QTY	UI	UNIT COST	EXTENSION
0015	USA Task: Print Material	1	LOT	\$56,046.00	\$56,046.00 (Estimated)
0016	USN Task: Presentations	1	LOT	\$12,770.00	\$12,770.00 (Estimated)
0017	USMC Task: Presentations	1	LOT	\$12,770.00	\$12,770.00 (Estimated)

0018	<u>USAF Task:</u> Presentations	1	LOT	\$12,770.00	\$12,770.00 (Estimated)
0019	<u>USA Task:</u> Presentations	1	LOT	\$12,770.00	\$12,770.00 (Estimated)
0020	<u>USN Task:</u> Training DVD	1	LOT	\$17,308.00	\$17,308.00
0021	<u>USMC Task:</u> Training DVD	1	LOT	\$17,308.00	\$17,308.00
0022	<u>USAF Task:</u> Training DVD	1	LOT	\$17,308.00	\$17,308.00
0023	<u>USA Task:</u> Training DVD	1	LOT	\$17,308.00	\$17,308.00
0024	<u>All Service Task:</u> eLearning Subscription	1	LOT	\$416,000.00	\$416,000.00
0025	<u>All Service Task:</u> Participation at the National Conference on Inclusion	1	LOT	\$53,846.00	\$53,846.00
0026	<u>All service Task:</u> Field Research	1	LOT	\$73,080.00	\$73,080.00
0027	<u>All service Task:</u> Working/Action Learning Group	1	LOT	\$17,539.00	\$17,539.00
0028	<u>All service Task:</u> Inclusive program criteria	1	LOT	\$8,770.00	\$8,770.00
0029	<u>USN Task:</u> Online orientation for Navy IAT members	1	LOT	\$5,846.00	\$5,846.00
0030	<u>USN Task:</u> eLearning module on behavior/guidance	1	LOT	\$25,539.00	\$25,539.00
0031	<u>Estimated Travel</u>	1	LOT	\$125,000.00	\$125,000.00
0032	<u>Estimated Shipping</u>	1	LOT	\$65,000.00	\$65,000.00
Total Extension Amount:				\$1,760,437.00	

1001	OPTION YEAR 1: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TBD	TBD
2001	OPTION YEAR 2: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TBD	TBD
3001	OPTION YEAR 3: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TDB	TBD
4001	OPTION YEAR 4: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TBD	TBD

B. The total amount of the contract remain unchanged.

HDQMWR-11-D-0001

P00004

Page 1 of 4

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 4
2. AMENDMENT/MODIFICATION NO P00004	3. EFFECTIVE DATE 2011 Sep 22	4. REQUISITION/PURCHASE REQ NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500		7. ADMINISTERED BY (If other than Item 6) SAME AS BLOCK 6		
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106		9A. AMENDMENT OF SOLICITATION NO.		
Telephone No.: 225-858-5686		9B. DATED (SEE ITEM 11)		
CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. HDQMWR-11-D-0001		
FACILITY CODE		10B. DATED (SEE ITEM 13) 4 Nov 2010		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers Ended ☐ is extended ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

Non-Appropriated Funds: Company Code: 12326 Cost Center: 6510 GL Account: 783089 Increased \$302,982.50

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF CNICINST 7043.1 Bilateral
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)
15B. DATE SIGNED 9/23/11	16B. DATE SIGNED 9/23/2011
(Signature of person authorized to sign)	(Signature of Contracting Officer)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET (Kids Included Together).

A. This modification is issued as follows:

CLIN 00006 is revised to read from USN Task (16 Business Days): Site Visit to (28 Business Days) Site Visit. The estimated total price is revised to read from \$34,800.00 (Mod # 2) to **\$62,160.00** (as a result of estimated price increased of \$27,360.00).

CLIN 0007 is revised to read from USMC Task (15 Days) Site Visits to USMC Task (30 Days) Site Visit. The estimated total price is revised to read from: \$42,713.00 (Mod # 3) to **\$ 76,913.00** (as a result of estimated price increased of \$34,200.00).

CLIN 0008 is revised to read from USAF Task (24 Days) Site Visit to: USAF Task (44 Days) Site Visit. The estimated total price is revised to read from \$54,000.00 to **\$99,600.00** (as a result of estimated price increased of \$ 54,000.00).

CLIN 0011 is revised to read from All Service Task (4 EA) Webinar Services, Management to All Service Task (7 EA) Webinar Services Management. Based on specific needs of the Services. The webinars will last approximately 90 minutes and will include a coaching and modeling component and an open forum for questions. The webinar will be repeated a total of (3) times to accommodate various time zones and ensure maximum participation. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and send out necessary follow-up information to scheduled participants. The webinar will be recorded and available through vendor's website for future viewing. The estimated total price is revised to read from \$8,770.00 to **\$ 15,347.50** (as a result of estimated price increased of \$6,577.50).

CLIN 0012 (USN Task): Print material, IAT Parent brochure development. Additional add on tasking for the vendor to design, utilizing USN CYP graphics and language, a brochure for parents explaining the Inclusion Action Team (IAT) process and the support systems available in Navy CYP. The purpose of the brochure is to assist parents with children who have special needs in understanding the inclusion process and how available resources help all children to be successful while in Navy programs.

The estimated total price is revised to read from \$29,846.00 to **\$33,346.00** (as a result of estimated price increased of \$3,500.00).

CLIN 0025 (All Service Task): Participation at National Conference on Inclusion. Add an additional 26 USN participants. The estimated total price is revised to read from: \$ 53,846.00 to **\$ 64,896.00** (as a result of estimated price increased of \$11,050.00).

CLIN 0026 (USN Task): Field Research, specific to the status of Navy Inclusion
Additional task added.

The vendor shall conduct a thorough research and evaluation of the status of the Navy Inclusion process. A report will be provided at the conclusion of the study documenting the progress that the Navy has made over the last three years in the area of inclusion. Additionally, the report will include on-going strengths and weaknesses, status of program implementation and recommendations for future improvement areas.

The estimated total price is revised from \$ 73,080.00 to **\$ 97,080.00** (as a result of estimate price increased of \$24,000.00)

CLIN 0030 (USN Task): eLearning modules, Navy specific Inclusion guidance.
The vendor shall research, write, develop and produce a series of **five eLearning training modules** specifically designed to train Operations Clerks, Training & Curriculum Specialists, CYP Directors, CDH Providers and CYP Professional providing direct care to children. The eLearning series will be a comprehensive training on the topic of Navy CYP guidance for supporting Inclusion. The training will be specific to the roles and responsibilities of the listed positions and how they relate to Navy Inclusion. The modules will utilize streaming video, interactivities, downloadable handouts and accessible formats. The modules shall be available 24/7 as an on-demand training module hosted on the vendor's portal embedded in the LMS. Upon successful completion, each user can print a certificate of completion. The module shall qualify as continuing education units.

The estimated total price is revised to read from: \$25,539.00 to **\$152,234.00**(as a result of estimated price increased of \$127,695.00).

CLIN 0033 . (All Service Task): KIT Facilitator's Program.

New Task:

A group of 25 trainers representing all services (SUN, USMC, USAF, and USA) will be trained to deliver KIT's Introduction to Inclusion training module within their programs and regions. The participants will need to meet minimum criteria via application to KIT. The participants will be required to view the module via streaming video, then will attend the live one-day program on October 12th in San Diego, CA and will have access to a moderated online discussion board for ongoing support. Includes facilitator's Guide, CD of materials, access to online trainer resources, ongoing support and evaluation.

1 Lot at the estimated price of **\$15,000.00.**

CLIN 0034 (All Service Task): KIT Facilitator's Program.**New Task:**

Develop, produce and record a series of three (3) audio trainings downloadable by MP3 file in inclusion related topics. This assists staff with limited computer access.

1 lot at the estimated price of \$3,000.00.

CLIN 0035 (All Service Task): Technical Advisor working group.**New Task:**

KIT will facilitate a four-hour working group. The purpose of the work group will be to discuss findings from the needs assessment, the on-going progress and challenges, cross-branch priorities and plans for the future project emphasis.

1 lot at the estimated price of \$5,000.00

B. As a result of this modification, the contract funding is increased by **\$302,982.50**. Therefore, the estimated contract price is revised to read from **\$1,760,437.00** to **\$ 2,063,419.50**.

C. All other terms and conditions of the contract remain unchanged.

*****END OF NARRATIVE P00004*****

HDQMWR-11-D-0001

Mod No. P00007

Page 1 of 4

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES		
2. AMENDMENT/MODIFICATION NO. P00007		3. EFFECTIVE DATE 2012 March 5		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) 1 4	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Email: (b) (6) Telephone No. (b) (6)				7. ADMINISTERED BY (If other than Item 6) SAME AS BLOCK 6			CODE
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 858-225-2584				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				HDQMWR-11-D-0001			
							10B. DATED (SEE ITEM 13) 4 Nov 2010
CODE				FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ended <input type="checkbox"/> is extended. <input type="checkbox"/> is not ext.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (if required)							
NonAppropriated Funds: Company Code: 6510 Cost Center: 12326 GL Account: 783089 Increase: \$94,800.00							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).							
<input checked="" type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: CNICINST 7043.1 b. Bilateral							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)							
Description of modification begins in page 2.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)			
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)				15C. DATE SIGNED 6/4/12		16B. UNITED STATES OF AMERICA (b) (6)	
						16C. DATE SIGNED 6/5/2012	

This modification is issued as follows:

A. This modification is issued to incorporate the following CLINs to Section B for Option Year One (1).

CLIN	Description	QTY	U/Issue	Price	Extended Price
1037	On-line Modules	1	Lot	\$30,000.00	\$30,000.00
1038	Booklets	1	Lot	\$12,000.00	\$12,000.00
1039	Instructional Videos	1	Lot	\$20,000.00	\$20,000.00
1040	Tip Sheets	1	Lot	\$10,000.00	\$10,000.00

B. CLIN 1006, US N Tasks Site Visits, NTE 36 is revised to read NTE 46 (added 10 additional days) (5 Site Visits) (increase by \$22,800.00). The extended price for this CLIN is revised to read from \$85,500.00 to \$108,300.00.

C. Due to this modification, the contract funds is increase by \$94,800.00. The contract estimated total is revised to read from \$1,823,589.00 to \$1,918,389.00.

D. The scope of work for CLINs 1037 thru 1040 are made part of the contract and are cited below:

CLIN 1037 Online Modules

Introduction to Inclusion is a self-paced, interactive module on the philosophy of inclusion and its benefits, definition and types of disabilities and use of person-first language. Estimated completion time is 30 minutes.

Respectful Accommodations provides the definition of an accommodation, along with types that can be made in a program setting and examples for various types of disabilities. The module is interactive and self-paced. Estimated completion time is 30 minutes.

Modules are to be exported to the Lab School as flash files and all tracking of usage will be done via Ohio State and their server.

CLIN1038: Booklets

What Is Inclusion? – A booklet distributed using a rich media platform (displays like a catalog or booklet online and can be exported as a PDF). An overview of the philosophy of inclusion, elements of inclusive programs and benefits of inclusion in child care and youth development programs.

Supporting Children with Developmental Disabilities – A booklet distributed using a rich media platform (displays like a catalog or booklet online and can be exported as a PDF). Content includes understanding developmental disabilities, supporting inclusion for all children, creating

Supporting Communication

Facilitating Positive Interactions

Using Your Voice

Relaxation Techniques

CLIN 1040: Tip Sheets

A series of downloadable, full color documents with tips and strategies for child and youth providers to use immediately in their programs.

What You Need to Know From Families

Using Your Community to Help Support Inclusion

Creating and Using a Simple Behavior Plan

Tips for Responding to Negative Behavior

Strategies for Easing Transitions

How to Have Difficult Conversations with Parents

Promoting Disability Awareness

Top Tips for Inclusive Programs

E. All other terms and conditions of the contract remain unchanged.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00009		3. EFFECTIVE DATE 2013 May 17		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Email: (b) (6) Telephone No. (b) (6)				7. ADMINISTERED BY (If other than Item 6) SAME AS BLOCK 6			
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 POC: (b) (6) Telephone No. (b) (6)				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				Modification of Contract/Order HDQMW-11-D-0001 10B. DATED (SEE ITEM 13) 4 Nov 2010			
CODE		FACILITY CODE		X			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers Ended <input type="checkbox"/> is extended, <input type="checkbox"/> is not ext.							
<small>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</small>							
12. Accounting and Appropriation Data (if required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: CNICINST 7043.1 Bilateral							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Description of modification begins in page 2.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
(b) (6)				(b) (6)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(b) (6)		5/17/13		(b) (6)		5/20/13	
(Signature of person authorized to sign)		BY					

Continuation Page (Kids Included Together (Kit).

- A. This modification is issued as follows:
 - 1. This is a no cost modification.
 - 2. CLIN 2025, All Service Task: Participation at the National Conference on inclusion. The extended price is revised to read from: \$71,250.00 to \$14,250.00 (decreased by \$57,000.00).
 - 3. CLIN 2006, USN Tasks: Site Visits, NTE 60. The extended price is revised to read from \$85,500.00 to \$142,500.00 (increased by \$57,000.00).
- B. The estimated total of the contract remain \$3,789,978.00.
- C. The contract period remain 4 Nov 2012 thru 3 Nov 2013.
- D. All other terms and conditions of the contract remain unchanged.

(End narrative of P00009)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 3

2. AMENDMENT/MODIFICATION NO.

P00012

3. EFFECTIVE DATE

2014 Sep 26

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

COMMANDER NAVY INSTALLATIONS

MILLINGTON DETACHMENT

5720 INTEGRITY DRIVE, BLDG 457

MILLINGTON, TN 38055-6500

POC: (b) (6)

Email: (b) (6)

Telephone No. (b) (6)

7. ADMINISTERED BY (If other than Item 6)

CODE

SAME AS BLOCK 6

8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code)

Kids Included Together, Inc.

2820 Roosevelt Road, Suite 202

San Diego, CA 92106

POC: (b) (6)

Telephone No. (b) (6)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

Modification of Contract/Order

HDQMWR-14-C-0010

10B. DATED (SEE ITEM 13)

4 Nov 2010

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers
Ended ☐ is extended, ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

NonAppropriated Funds: Company Code 6510 Cost Center: 12326 GL Account: 783089 Increase: \$1,969,396.50

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X CNICINST 7043.1 Unilateral (Exercise Option Year Four (4))

E. IMPORTANT: Contractor

☒ is not,☐ is required to sign this document and return _____

copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Description of Modification begins on page 2.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

26 Sep 2014

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION PAGE (KIDS INCLUDED TOGETHER (KIT)

A. This modification is issued to exercise Option Year Four (4) for the period November 4, 2014 through November 3, 2015.

B. Section B Schedule for the period is cited below:

CLIN	DESCRIPTION	QTY	U/I	UNIT ISSUE	ESTIMATED PRICE
4001	USN Task: Support All Services	1	LOT	\$17,656.00	\$17,656.00
4002	USN Task: Support Center Executed via a call accessed by a toll free number via email (NAVY)	1	LOT	\$161,951.00	\$161,951.00
4003	Support Center: Executed via a call accessed by a toll free number and via email (Marines)	1	LOT	\$60,819.00	\$60,819.00
4004	USAF Task: Support Center Executed via a call accessed by a toll free number via email (Air Force)	1	LOT	\$62,669.00	\$62,669.00
4005	USA Task: Support Center Executed via a call accessed by a toll free number via email (Army)	1	LOT	\$63,519.00	\$63,519.00
4006	USN Task: (Navy) Site Visits NTE 75 Days (2,375.00 per day)	1	LOT	\$178,125.00	\$178,125.00
4007	USN Task: (Marines) Site Visits NTE 32 Days (2,375.00 per day)	1	LOT	\$76,000.00	\$76,000.00
4008	USAF Task: (Air Force) Site Visits NTE 95 Days (2,375.00 per day)	1	LOT	\$225,625.00	\$225,625.00
4008A	Travel Cost	1	LOT	\$20,000.00	\$20,000.00
4009	USA Task: (Army) Site Visits NTE 82 Days (2,375.00 per day)	1	LOT	\$194,750.00	\$194,750.00
4010	Task: General Webinars Series (ALL Services)	1	LOT	\$50,400.00	\$50,400.00
4011	Task: Management Webinar Series (All Services)	1	LOT	\$48,527.50	\$48,527.50

4012	Service Task Print Materails (ALL Services)	1	LOT	\$30,171.00	\$30,171.00
4013-4015	DELETED	N/A	N/A	N/A	N/A
4016	ALL Service Task: Presentations	1	LOT	\$10,000.00	\$10,000.00
4017-4023	DELETED	N/A	N/A	N/A	N/A
4024	Task: E-Learning Subscriptions	1	LOT	\$378,150.00	\$378,150.00
4025-4028	DELETED	N/A	N/A	N/A	N/A
4029	USN Task: Online Orientation (Navy)	1	LOT	\$2,000.00	\$2,000.00
4030	USN Task: E-learning Modules - ALL Services	1	LOT	\$124,534.00	\$124,534.00
4031	Travel Cost (All Services)	1	LOT	\$200,000.00	\$200,000.00
4032	Shipping (All Service)	1	LOT	\$25,000.00	\$25,000.00
4033-4044	DELETED	N/A	N/A	N/A	N/A
4041	Task: Site Visits (DLA) NTE 4 days (2,375.00) a day	1	LOT	\$9,500.00	\$9,500.00
4042	Task: Development of T&C Coaching Program	1	LOT	\$15,000.00	\$15,000.00
4043	Task: Inclusion Reporting Dashboard	1	LOT	\$15,000.00	\$15,000.00

Total Price Estimated for this Option Year is \$1,969,396.50.

C. The contract terms and conditions remain unchanged.

(End Narrative of P00012)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. P00012		3. EFFECTIVE DATE 2014 Sep 26	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Email: (b) (6) Telephone No: (b) (6)		CODE	7. ADMINISTERED BY (If other than Item 6) SAME AS BLOCK 6		CODE
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 POC: (b) (6) Telephone No. (b) (6)			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			Modification of Contract/Order HDQMWR-14-C-0010		
			10B. DATED (SEE ITEM 13) 4 Nov 2010		
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers Ended ☐ is extended, ☐ is not ext-.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

NonAppropriated Funds: Company Code 6510 Cost Center: 12326 GL Account: 783089 Increase: \$1,969,396.50

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority) X CNICINST 7043.1 Unilateral (Exercise Option Year Four (4))

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Description of Modification begins on page 2.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (b) (6) BY (Signature of Contracting Officer)	16C. DATE SIGNED 26 Sep 2014

CONTINUATION PAGE (KIDS INCLUDED TOGETHER (KIT)

A. This modification is issued to exercise Option Year Four (4) for the period November 4, 2014 through November 3, 2015.

B. Section B Schedule for the period is cited below:

CLIN	DESCRIPTION	QTY	U/I	UNIT ISSUE	ESTIMATED PRICE
4001	USN Task: Support All Services	1	LOT	\$17,656.00	\$17,656.00
4002	USN Task: Support Center Executed via a call accessed by a toll free number via email (NAVY)	1	LOT	\$161,951.00	\$161,951.00
4003	Support Center: Executed via a call accessed by a toll free number and via email (Marines)	1	LOT	\$60,819.00	\$60,819.00
4004	USAF Task: Support Center Executed via a call accessed by a toll free number via email (Air Force)	1	LOT	\$62,669.00	\$62,669.00
4005	USA Task: Support Center Executed via a call accessed by a toll free number via email (Army)	1	LOT	\$63,519.00	\$63,519.00
4006	USN Task: (Navy) Site Visits NTE 75 Days (2,375.00 per day)	1	LOT	\$178,125.00	\$178,125.00
4007	USN Task: (Marines) Site Visits NTE 32 Days (2,375.00 per day)	1	LOT	\$76,000.00	\$76,000.00
4008	USAF Task: (Air Force) Site Visits NTE 95 Days (2,375.00 per day)	1	LOT	\$225,625.00	\$225,625.00
4008A	Travel Cost	1	LOT	\$20,000.00	\$20,000.00
4009	USA Task: (Army) Site Visits NTE 82 Days (2,375.00 per day)	1	LOT	\$194,750.00	\$194,750.00
4010	Task: General Webinars Series (ALL Services)	1	LOT	\$50,400.00	\$50,400.00
4011	Task: Management Webinar Series (All Services)	1	LOT	\$48,527.50	\$48,527.50

4012	Service Task Print Materails (ALL Services)	1	LOT	\$30,171.00	\$30,171.00
4013-4015	DELETED	N/A	N/A	N/A	N/A
4016	ALL Service Task: Presentations	1	LOT	\$10,000.00	\$10,000.00
4017-4023	DELETED	N/A	N/A	N/A	N/A
4024	Task: E-Learning Subscriptions	1	LOT	\$378,150.00	\$378,150.00
4025-4028	DELETED	N/A	N/A	N/A	N/A
4029	USN Task: Online Orientation (Navy)	1	LOT	\$2,000.00	\$2,000.00
4030	USN Task: E-learning Modules - ALL Services	1	LOT	\$124,534.00	\$124,534.00
4031	Travel Cost (All Services)	1	LOT	\$200,000.00	\$200,000.00
4032	Shipping (All Service)	1	LOT	\$25,000.00	\$25,000.00
4033-4044	DELETED	N/A	N/A	N/A	N/A
4041	Task: Site Visits (DLA) NTE 4 days (2,375.00) a day	1	LOT	\$9,500.00	\$9,500.00
4042	Task: Development of T&C Coaching Program	1	LOT	\$15,000.00	\$15,000.00
4043	Task: Inclusion Reporting Dashboard	1	LOT	\$15,000.00	\$15,000.00

Total Price Estimated for this Option Year is \$1,969,396.50.

C. The contract terms and conditions remain unchanged.

(End Narrative of P00012)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00013	3. EFFECTIVE DATE 2015 Apr 15	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY COMMANDER NAVY INSTALLATIONS MILLINGTON DETACHMENT 5720 INTEGRITY DRIVE, BLDG 457 MILLINGTON, TN 38055-6500 POC: (b) (6) Email: (b) (6) Telephone No. (b) (6)		7. ADMINISTERED BY (If other than Item 6) CODE SAME AS BLOCK 6		
8. NAME AND ADDRESS OF CONTRACTOR No., street, county, State and ZIP Code) Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 POC: (b) (6) (b) (6) Telephone No. (b) (6) (b) (6)			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) Modification of Contract/Order HDQMWR-14-C-0010 10B. DATED (SEE ITEM 13) 2010 Nov 4	
CODE FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers Ended ☐ is extended, ☐ is not ext.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

NonAppropriated Funds: Company Code: 6510 Cost Center: 12326 GL Account: 783089 Increases by \$ 385,117.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: CNICINST 7043.1.
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ Is not, ☒ Is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Description of Modification begins on page 2.

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6)
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA (b) (6) BY (b) (6) (Signature of Contracting Officer)
15C. DATE SIGNED 4-16-15	16C. DATE SIGNED 4/16/2015

Continuation Page (Kids Included Together (KIT)).

A. This modification is issued as follows:

1. The site visits for CLINs 4006; 4007; 4008 and 4009 are hereby increased. The Contractor shall not exceed **five (5) days per location**.

CLIN	Description	QTY	U/I	Unit Price	Estimated Price
4006	Navy site Visit. From: 75 days To: 105 days (NTE) (increases by 30 days). \$2,375.00 cost per day.	1	Lot	\$249,375.00 From: \$178,125.00 To: \$249,375.00 (increases by \$71,250.00)	\$249,375.00

CLIN	Description	QTY	U/I	Unit Price	Estimated Price
4007	Marines Site Visits From: 32 days To: 42 days (NTE) (increases by 10 days) \$2,375.00 cost per day.	1	Lot	\$99,750.00 From: \$76,000.00 To: \$99,750.00 (increases by \$23,750.00)	\$99,750.00

CLIN	Description	QTY	U/I	Unit Price	Estimated Price
4009	Army Site Visits From: 82 days To: 148 days (NTE) (increases by 66 days) \$2,375.00 cost per day.	1	Lot	\$351,500.00 From: \$194,750.00 To: \$351,500.00 (increases by \$156,750.00)	\$351,500.00

CLIN	Description	QTY	U/I	Unit Price	Estimated Price
4016	Presentation (All Services) Add three (3) additional presentations	1	Lot	\$40,000.00 From: \$10,000.00 To: \$40,000.00 (increases by \$30,000.00)	\$40,000.00

CLIN	Description	QTY	U/I	Unit Price	Estimated Price
4031	Travel Cost (All Services)	1	Lot	\$250,000.00 From: \$200,000.00 To: \$250,000.00 (increases by \$50,000.00)	\$250,000.00

CLIN	Description	QTY	U/I	Unit Price	Estimated Price
4044	Support for Inclusion Policies and Procedures (All Services) KIT will provide support to branches to review and assess current operational policies and procedures related to inclusion of children with disabilities in child and youth programs, gathering all necessary information from technical advisors, conducting relevant assessments from other key stakeholders and conducting necessary research on legal and evidence-based practice. This work is done toward the development of operational policy manuals to support inclusive practice.	1	Lot	\$53,367.00	\$53,367.00 (NTE)

- B. As a result of this modification, the contract increases by \$385,117.00. Therefore, Option Year Four (4) estimated total price is revised to read:

From: \$1,969,396.50 (P00012)

To: \$ 2,354,513.50 (\$1,969,396.50 + \$385,117.00=\$2,354,513.50).

- C. All other terms and conditions of the contract remain unchanged.

(End Narrative of P00013)

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 1

1. CONTRACT/PURCHASE ORDER NO. HDQMWR-11-D-0001	2. DELIVERY ORDER NO. 00008	3. DATE OF ORDER (YYMMDD) 2011 May 31	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY
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6. ISSUED BY COMMANDER, NAVY INSTALLATIONS COMMAND 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6560 E-mail: (b) (6)	7. ADMINISTERED BY (If other than 6) CODE	8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See schedule if other)
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9. CONTRACTOR NAME AND ADDRESS Kids Included Together, Inc. 2820 Roosevelt Road Suite 202 San Diego, CA 92106 Telephone No. 225-858-5686	10. DELIVER TO FOB POINT BY (Date) (YYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED
---	--	---

SHIP TO See Schedule	15. PAYMENT WILL BE MADE BY CODE Commander Navy Installations Command ATTN: (b) (6) 5720 Integrity Drive Millington, TN 38055-6510 Telephone No. (b) (6)	MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER
-------------------------	---	--

16. TYPE OF ORDER DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>	This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.
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NAME OF CONTRACTOR <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED
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17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE NONAPPROPRIATED FUNDS Company Code: 12326 Cost Center: 6510 GL Account: 783089 \$ 68,816.00

18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	2. AMOUNT
0015	USA Task, Print Material	1	LOT	\$56,046.00	\$56,046.00 (estimated)
0019	USA Task, Presentations	1	LOT	\$12,770.00	\$12,770.00 (estimated)
* If quantity accepted by the Government is same as 2,500 quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					\$ 68,816.00

24. UNITED STATES OF AMERICA BY: (b) (6)	25. TOTAL	29. DIFFERENCES
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26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	27. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. D.O. VOUCHER NO.	30. INITIALS
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DATE	SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
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38. I certify this account is correct and proper for payment	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
--	--	------------------

DATE	SIGNATURE AND TITLE OF CERTIFYING OFFICER	35. BILL OF LADING NO.
------	---	------------------------

17. RECEIVED AT	36. RECEIVED BY (Print)	39. DATE RECEIVED (YYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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DD Form 1155, JUN 94

PREVIOUS EDITIONS MAY BE USED

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 1

1. CONTRACT/PURCHASE ORDER NO. HDQMWR-11-D-0001	2. DELIVERY ORDER NO. 00007	3. DATE OF ORDER (YYMMDD) 2011 May 20	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY
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6. ISSUED BY COMMANDER, NAVY INSTALLATIONS COMMAND 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6560 E-mail: (b) (6)@navy.mil	7. ADMINISTERED BY (If other than 6)	8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See schedule if other)
--	--------------------------------------	--

9. CONTRACTOR Kids Included Together, Inc 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 225-858-5686	10. DELIVER TO FOB POINT BY (Date) (YYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED
--	--	---

SHIP TO See Schedule	15. PAYMENT WILL BE MADE BY Commander Navy Installations Command ATTN: (b) (6) 5720 Integrity Drive Millington, TN 38055-6510 Telephone No. (901) (b) (6)	MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER
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16. TYPE OF ORDER <input checked="" type="checkbox"/> DELIVERY <input type="checkbox"/> PURCHASE	This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.
--	---

NAME OF CONTRACTOR <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED
--	-----------	----------------------	-------------

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
NON APPROPRIATED FUNDS Company Code: 12326 Cost Center: 6510 GL Account: 783089 \$17,846.00

18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	2. AMOUNT
0013	USM Task, Print Material	1	LOT	\$17,846.00	\$17,846.00
25. TOTAL					\$17,846.00

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	27. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. D.O. VOUCHER NO.	29. DIFFERENCES
30. INITIALS	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
34. CHECK NUMBER	35. BILL OF LADING NO.		

36. I certify this account is correct and proper for payment	37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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DD Form 1155, JUN 94

PREVIOUS EDITIONS MAY BE USED

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGE 1 27
2. CONTRACT NUMBER HDQMR-11-D-0001	3. SOLICITATION NUMBER XXXXXX HDQMR-11-R-0006	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 26 OCT 2010	6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY COMMANDER NAVY INSTALLATIONS COMMAND MILLINGTON DETACHMENT N944B ATTN: (b) (6) 5720 INTEGRITY DRIVE MILLINGTON, TN 38055-6500 (b) (6)		CODE	8. ADDRESS OFFER TO (if other than item 7) Same as Block # 7.		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 8, or if handcarried in the depository located in See block #7 until 4:30PM local time 28 OCT 2010
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals. See Section L, Provision No. 52 214-7 or 52 215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:		A. NAME (b) (6)	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT (b) (6) (b) (6)	C. E-MAIL ADDRESS (b) (6)			
11. TABLE OF CONTENTS							
(X)	SEC	DESCRIPTION	PAGE(S)	(X)	SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	22-23
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS WORK STATEMENT	5-20	J		LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	20	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	24-27
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA	21-22		M	EVALUATION FACTORS FOR AWARD	
X	H	SPECIAL CONTRACT REQUIREMENTS	22				

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions of 52 214-16, Minimum Bid Acceptance Period

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT: 10 CALENDAR DAYS (%) 20 CALENDAR DAYS (%) 30 CALENDAR DAYS (%) CALENDAR DAYS (%)
(See Section I, Clause No. 52-232-8)

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated)

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR
Kids Included Together, INC
2820 Roosevelt Road, Suite 202
San Diego, CA 92106

15B. TELEPHONE NUMBER
AREA CODE NUMBER EXT
858 225 5686

15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. ☐

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
(b) (6)

17. SIGNATURE
(b) (6)

18. OFFER DATE
11/2/10

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED
All CLINS

20. AMOUNT
\$1,760,437.00

21. ACCOUNTING AND APPROPRIATION
See Section C

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION
☐ 10 U.S.C. 2304(c) ☐ 41 U.S.C. 253(c)

23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ☐ See Section G

24. ADMINISTERED BY (if other than item 7) CODE

25. PAYMENT WILL BE MADE BY CODE
See Section G

26. NAME OF CONTRACTING OFFICER (Type or print)
(b) (6)

27. UNITED STATES OF AMERICA
(b) (6)
(Signature of Contracting Officer)

28. AWARD DATE
4 Nov 2010

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is unusable

STANDARD FORM 33 (REV. 9-97)
Prescribed by GSA - FAR (48 CFR) 53.214 (c)

PART I, SECTION A (continuation)

- A. The contract is an Indefinite Delivery Indefinite Quantity (IDIQ) Contract. Base Year with Four (4) Option Years.
- B. The contract estimated amount for the Base Period is \$ 1,760,437.00.
- C. Amendment 00001 is made part of the contract.
- D. Section K is hereby removed and incorporated by references.
- E. Award Table of Contents.

11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	14-15
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	3-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	5-12		J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
X	G	CONTRACT ADMINISTRATION DATA	13-14		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	H	SPECIAL CONTRACT REQUIREMENTS	14		M	EVALUATION FACTORS FOR AWARD	

PART I, SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS

ITEM LIST					
LINE #	DESCRIPTION	QTY	UI	UNIT COST	EXTENSION
ALL CLINS DESCRIBED BELOW ARE IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK					
0001	USN Task: Support to Inclusion Action Team	1	LOT	\$17,539.00	\$17,539.00
0002	USN Task: Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$153,506.00	\$153,506.00
0003	USMC Task: Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$57,652.00	\$57,652.00
0004	USAF Task: Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$59,502.00	\$59,502.00
0005	USA Task: Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$60,352.00	\$60,352.00
0006	USN Task: Site Visits	1	LOT	\$52,200.00	\$52,200.00
0007	USMC Task: Site Visits	1	LOT	\$34,200.00	\$34,200.00
0008	USAF Task: Site Visits	1	LOT	\$54,000.00	\$54,000.00
0009	USA Task: Site Visits	1	LOT	\$156,600.00	\$156,600.00
0010	All Service Task: Webinar Services, General	1	LOT	\$48,000.00	\$48,000.00
0011	All Service Task: Webinar Services, Management	1	LOT	\$8,770.00	\$8,770.00
0012	USN Task: Print Material	1	LOT	\$29,846.00	\$29,846.00
0013	USMC Task: Print Material	1	LOT	\$17,846.00	\$17,846.00
0014	USAF Task: Print Material	1	LOT	\$43,446.00	\$43,446.00
LINE #	DESCRIPTION	QTY	UI	UNIT COST	EXTENSION
0015	USA Task: Print Material	1	LOT	\$56,046.00	\$56,046.00
0016	USN Task: Presentations	1	LOT	\$12,770.00	\$12,770.00
0017	USMC Task: Presentations	1	LOT	\$12,770.00	\$12,770.00
0018	USAF Task): Presentations	1	LOT	\$12,770.00	\$12,770.00
0019	USA Task: Presentations	1	LOT	\$12,770.00	\$12,770.00
0020	USN Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00

0021	USMC Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0022	USAF Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0023	USA Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0024	All Service Task: eLearning Subscription	1	LOT	\$416,000.00	\$416,000.00
0025	All Service Task: Participation at the National Conference on Inclusion	1	LOT	\$53,846.00	\$53,846.00
0026	All service Task: Field Research	1	LOT	\$73,080.00	\$73,080.00
0027	All service Task: Working/Action Learning Group	1	LOT	\$17,539.00	\$17,539.00
0028	All service Task: Inclusive program criteria	1	LOT	\$8,770.00	\$8,770.00
0029	USN Task: Online orientation for Navy IAT members	1	LOT	\$5,846.00	\$5,846.00
0030	USN Task: eLearning module on behavior/guidance	1	LOT	\$25,539.00	\$25,539.00
0031	Estimated Travel	1	Lot	\$125,000.00	\$125,000.00
0032	Estimated Shipping	1	Lot	\$65,000.00	\$65,000.00

Total Extended Cost for line items 0001 thru 00030 (estimated)	\$ 1,570,437.00
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Total Overall Amount for Base Year (estimated)	\$ 1,760,437.00
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1001	OPTION YEAR 1: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TBD	TBD
2001	OPTION YEAR 2: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TBD	TBD
3001	OPTION YEAR 3: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TDB	TBD
4001	OPTION YEAR 4: Includes all CLIN's for base year (0001-0032) In Accordance With Statement of Work	1	LOT	TBD	TBD

PART II, SECTION C: PERFORMANCE WORK STATEMENT

BACKGROUND: This requirement is to support child and youth programs that include children with and without disabilities.

TASK/TITLE: Creative and technical services supporting Navy (USN), Marine (USMC), Air Force (USAF) and Army (USA) Child and Youth Programs working with children with and without disabilities.

OBJECTIVE: The vendor shall provide training and consultation support to all USN, USMC, USAF and USA Child and Youth Programs on the topic of inclusion of children with disabilities in Child Development Centers, Child Development Homes, School Age, Youth and Teen Programs. The focus is to support CYP professionals in increasing both their ability and confidence in supporting children with disabilities, to provide personalized technical assistance to staff when challenges arise and to provide direct support for the Inclusion Action Team process. To support on-going professional development the vendor shall develop new training materials, shall provide a robust online learning portal including training modules on specific disabilities and shall train a team of hand-picked trainers who can help present live training on inclusion at installations world- wide. The vendor shall provide training to the HQ Specialists so that they are familiar with the revised policies and procedures and so that they know what to look for in an inclusive program when they are out in the field. In response to demand from the field and CNIC, special attention shall be given to providing guidance and instruction to support children with challenging behaviors.

PERIOD OF PERFORMANCE: 4 November 2010 thru 3 November 2011.

PLACE OF PERFORMANCE: As stated in each task.

TRAVEL: Travel associated with this contract will be reimbursed in accordance with JTFR, and US Navy NAF travel regulations, MWRDIVINST 4651.1J (or current version). The contractor shall provide all receipts associated with travel. Travel costs are not included in the cost of each task and will be billed in accordance with the regulation stated in this paragraph.

TECHNICAL REQUIREMENTS/TASKS/PERIODS OF PERFORMANCE**CLIN 0001 (USN Task):****Support to Inclusion Action Team**

The vendor shall provide support to the on-going Inclusion Action Teams (IAT) by conducting administrative in-take of referral forms, tracking cases using secure web-based case management software, and assisting regions with conducting IAT meetings when necessary. The vendor shall be available to attend (2) IAT meetings per month via conference call. Additionally the vendor shall be available to support up to (4) IAT chairpersons to set up and maintain an active IAT. *To be completed ON-GOING at contractor's place of business.*

CLIN 0002 (USN Task):**Support Center: Executed via a call center accessed by a toll free number and via email**

Provide a dedicated call center with a toll free number of 1-866 helpline (1-866-930-0931) and email capability (email address navycyphelp@xxx.xxx) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 780 hours. Additionally the call center shall have a voice mail capability in the event an after-hours call is received and a follow-up response shall be provided by the vendor within 1 business day. An inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt.

All email request and responses will be recorded and capture; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USN CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0003 (USMC Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USMC CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0004 (USAF Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USAF CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0005 (USA Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 780 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and

detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USA CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0006 (USN Task):**Site Visits**

Between January 2011 and September 2011 vendor's inclusion specialist staff members will travel to Navy installations to visit child and youth programs not to exceed 24 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USN HQ CYP.

CLIN 0007 (USMC Task):**Site Visits**

Between January 2011 and September 2011 vendor's inclusion specialist staff members will travel to Marine installations to visit child and youth programs not to exceed 15 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USMC HQ CYP.

CLIN 0008 (USAF Task):**Site Visits**

Between January 2011 and September 2011 vendor's inclusion specialist staff members will travel to Air Force installations to visit child and youth programs not to exceed 24 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USAF HQ CYP.

CLIN 0009 (USA Task):**Site Visits**

Between January 2011 and September 2011 vendor's inclusion specialist staff members will travel to Army installations to visit child and youth programs not to exceed 72 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USA HQ CYP.

CLIN 0010 (All Service Task):

Webinar Services, General

The vendor shall offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0011 (All Service Task):

Webinar Services, Management

The vendor shall conduct (1) webinar per quarter specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be repeated once to accommodate different time zones for a total of (2) webinars per quarter. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0012 (USN Task):

Print Material

The vendor shall design, utilizing USN CYP graphic and language, a series of training booklets, print and and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "What is Inclusion" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USN CYP graphics and language, print and distribute worldwide a job aid, "Communication Journal for Parents and Providers". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	2,000
Helping Children Understand Their Peers with Autism	2,000
Supporting Social-Emotional Needs	2,000
What is Inclusion	2,000
Communication Journal for Parents and Providers	10,000

To be completed ON-GOING at contractor's place of business.

CLIN 0013 (USMC Task):**Print Material**

The vendor shall design; utilizing USMC CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USMC CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	1,100
Helping Children Understand Their Peers with Autism	1,100
Supporting Social-Emotional Needs	1,100
What is Inclusion	1,100
Communication Journal for Parents and Providers	5,000

To be completed ON-GOING at contractor's place of business.

CLIN 0014 (USAF Task):**Print Material**

The vendor shall design; utilizing USAF CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USAF CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	3,250
Helping Children Understand Their Peers with Autism	3,250
Supporting Social-Emotional Needs	3,250
What is Inclusion	3,250
Communication Journal for Parents and Providers	15,000

To be completed ON-GOING at contractor's place of business.

CLIN 0015 (USA Task):**Print Material**

The vendor shall design; utilizing USA CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USA CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and*

Providers". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication.

The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	4,350
Helping Children Understand Their Peers with Autism	4,350
Supporting Social-Emotional Needs	4,350
What is Inclusion	4,350
Communication Journal for Parents and Providers	20,000

To be completed ON-GOING at contractor's place of business.

CLIN 0016 (USN Task):

Presentations

The vendor shall provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences. Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0017 (USMC Task):

Presentations

The vendor shall provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences. Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0018 (USAF Task):

Presentations

The vendor shall provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences. Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0019 (USA Task):

Presentations

The vendor shall provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences. Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0020 (USN Task):

Training DVD

The vendor shall produce; utilizing USN CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-

camera talent and master trainers. The vendor will ship 100 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0021 (USMC Task):

Training DVD

The vendor shall produce; utilizing USMC CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 100 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0022 (USAF Task):

Training DVD

The vendor shall produce; utilizing USAF CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 200 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0023 (USA Task):

Training DVD

The vendor shall produce; utilizing USA CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 200 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0024 (All service Task):

eLearning Subscription

The vendor shall provide a learning portal that can be accessed 24/7 from military computers as well as personal computers. Each eLearning Subscription, not to exceed 16,500, shall be an individualized account that is password-protected and shall include a learning management system (LMS). The LMS will track all course work to include progress on module completion and all completed modules. The subscription includes a series of self-paced modules on inclusion and related topics and training delivered via streaming video and audio podcast for staff working in child and youth programs. The modules shall use flash-based interactivities, streaming video and include relevant case studies. Closed-captioning and text-based versions shall be available for users with disabilities. The eLearning subscription shall include downloadable print materials, handouts, and podcasts. Self-paced modules shall include *Opening Doors to Inclusive Programs* series, as well as training on specific topics like *Incorporating Sensory Supports* and *Stop, Schedule, Support*. Upon successful completion of a module a user shall have the ability to print a certificate of completion. All modules shall qualify as continuing education units. Additionally, an administrator account will be established for each service to track staff utilization. *To be completed ON-GOING at contractor's place of business.*

CLIN 0025 (All service Task):

Participation at the National Conference on Inclusion

Each service branch shall participate in the National Conference on Inclusion as per the table below. The conference shall consist of 3 days of presentations on inclusion specific to child and youth programs. The service branch is responsible for travel and accommodations of their participants.

Service	Not to exceed number of participants
USN	20
USMC	10
USAF	30
USA	40

CLIN 0026 (All service Task):**Field Research**

The vendor shall be very familiar with current policies related to inclusion and child care in all service branches. The vendor shall carry out a thorough and thoughtful research and exploration process involving material review, interviews with key stakeholders and a survey created by the vendor which shall be distributed to all CYP staff at all levels if they are not very familiar with the respective service branch CYP. If required; research will be on-going and shall include the following, but is not limited to:

- review all service CYP materials, operations guides and related curriculum information
- vendor staff will be available to attend a meeting of administrators or managers (one per branch and at the branches discretion) to facilitate a pre-planning discussion using a series of guided questions
- vendor staff (one, not to exceed two) shall conduct a site visit to a region of each branches choice to observe programs for replication or to understand challenges
- Vendor will host a series of 3 (not to exceed 5) conference calls with key stakeholders in each branch to determine resources needed and understand existing processes. Dates and times will be mutually agreed upon
- Vendor will create an internet survey tool to question the field on their needs related to inclusion in their programs. Vendor staff will analyze the data and provide a detailed report to each service branch

To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.

CLIN 0027 (All service Task):**Working/Action Learning Group**

The vendor shall be very familiar with service branch needs related to inclusion of children with disabilities. If the vendor is not extremely familiar with service needs the vendor will establish a working group of 6-15 key stakeholders in each service branch to assist in determining the needs of the field related to inclusion of children with disabilities. Working group members will be selected by executive management and POC at each branch and will represent a variety of positions, types of programs and geographic locations. The working group will help the vendor staff understand what the major concerns of the field are in relation to inclusion. The working group will provide the vendor with valuable direction in supporting child and youth professionals. The vendor will develop a 6 hour workshop to elicit information from the working group members through a process of guided reflection, open space technology and facilitated discussion. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0028 (All service Task):**Inclusive program criteria**

The vendor shall develop a document outlining the elements of inclusive programs for use by program management by each service branch. The criteria will involve a variety of program elements, including in-take process and procedures, accommodations, physical and sensory environment, consistency of care giving and behavior support. The criteria will be individualized for each service branch, taking into account their language, policies and accreditation and curriculum as well as federal laws and DoD instructions. *To be completed ON-GOING at contractor's place of business.*

CLIN 0029 (USN Task):**Online orientation for Navy IAT members**

The vendor shall write, develop and record an orientation for people serving as members of Inclusion Action Teams in all regions. The orientation will be self-paced and available 24/7 via the vendor's portal and accessible by military computers as well as personal computers. The orientation will cover the responsibilities of membership in the Inclusion Action Team, structure and goals, potential community resources and the referral process that is used prior to the IAT meeting. *To be completed ON-GOING at contractor's place of business.*

CLIN 0030 (USN Task):**eLearning module on behavior/guidance**

The vendor shall research, write, develop and produce an eLearning module on the topic of Navy CYP guidance for supporting behavior. The module will utilize streaming video, interactivities, downloadable handouts and accessible formats. Video will be filmed in Navy CYP settings. This module shall be available 24/7 as an on-demand training module hosted on the vendor's portal embedded in the LMS. Upon successful completion, each user can print a

certificate of completion. The module shall qualify as continuing education units. *To be completed ON-GOING at contractor's place of business.*

PART IV, SECTION G – CONTRACT ADMINISTRATION

G-1. Submit invoices to:

CNIC MILLINGTON (N912)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-6510
ATT: (b) (6)

(b) (6)

INVOICES. An invoice is a written request for payment under the contract for supplies/equipment delivered or for services rendered. In order to be proper, an invoice should include (and in order to support the payment of interest penalties) must include the following:

- a. Invoice date;
- b. Name of Contractor;
- c. Contract number (include order number, if any) contract description of supplies or services, quantity, contract unit of measure and unit price and extended total;
- d. Shipment number and date of shipment;
- e. Name and address to which payment is to be sent (name must be the same as that in the contract or on a proper notice of assignment);
- f. Name (where practicable), title, telephone number and mailing address of person to be notified in event of a defective invoice; and
- g. Any other information or documentation required by other provisions of the contract (such as evidence of shipment)

Invoices shall be prepared and submitted in duplicate (one copy shall be marked "Original") unless otherwise specified.

G-2. Accounting Classification:

Non Appropriated Funds Company Code: 12326 Cost Center: 6510 GL Account: 783089

G-3 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

a. The COR serves primarily as liaison between the Contractor and the Contracting Officer. The COR clarifies contract requirements as necessary with respect to the specification or statement of work, and monitors the progress and quality of Contractor performance. The COR may not direct the Contractor in performance of the work. The COR will inspect and/or accept the services and/or deliverables due as the Contracting Officer's Representative. All matters pertaining to this contract of a technical nature should be referred to the below listed Contracting Officer's Representative:

COR: (b) (6)

E-mail: (b) (6)

Telephone No.: (b) (6)

b. The COR is not an Administrative Contracting Officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the contract.

c. When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract, the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the Contractor under such direction until the Contracting Officer has issued a modification to the contract, or until the issue has been otherwise resolved.

NOTE: THE COR DOES NOT HAVE THE AUTHORITY TO CHANGE ANY ASPECT OF THE CONTRACT, NOR TO OBLIGATE THE NAFI IN CONTRACTUAL MATTERS. THE MWR DIVISION CONTRACTING OFFICER IS THE SOLE PERSON AUTHORIZED TO CHANGE, MODIFY, OR OTHERWISE ALTER ANY OF THE REQUIREMENTS OF THIS CONTRACT. CHANGES EFFECTED BY ANYONE OTHER THAN THE MWR DIVISION CONTRACTING OFFICER WILL NOT OBLIGATE THE MWR DIVISION

PART I, SECTION H - SPECIAL CONTRACT REQUIREMENTS

H-1. **DEPARTMENT OF LABOR WAGE DETERMINATION:** The service contract act and DOL wage Determination WD apply to this contract. The wage determination is available from: <http://www.wdol.gov/sca.aspx#0>.

End of Section H.

PART V, SECTION I: CONTRACT CLAUSES

NONAPPROPRIATED FUND CONTRACT CLAUSES APPLY TO THIS CONTRACT AND ARE AVAILABLE AT:

AT: <http://www.mwr.navy.mil/mwrprgms/facacq.htm>

SCROLL TO *Other Sample Documents* and click on NAF Contract Clauses.

SUPPLEMENTAL CLAUSES

1. REQUIREMENTS

a. This is a requirements contract for the supplies or services specified and effective for the period stated, in the schedule. The quantities of supplies or services specified in the schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the NAFI's requirements do not result in orders in the estimated quantities described in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

b. Delivery or performance shall be made only as authorized by delivery orders issued in accordance with the Ordering clause. The contractor shall furnish to the NAFI all supplies or services specified in the Schedule and called for by delivery orders issued in accordance with the Ordering clause. The NAFI may issue delivery orders requiring delivery to multiple destinations or performance at multiple locations. There is no limit on the number or orders that may be issued by the NAFI.

c. The NAFI shall order from the Contractor all the supplies or services specified in the schedule that are required to be purchased by the NAFI activity or activities specified in the schedule.

d. Delivery orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the NAFI respecting those orders shall be governed by the terms of the contract to the same extent as if completed during the effective period of this contract.

2. ORDERING. The supplies or services to be furnished under this contract will be ordered from time to time during the contract term, by the NAFI or its authorized representative. Each such order will be placed via a written delivery order. All delivery orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order and this contract, the contract shall control.

3. OPTION TO EXTEND. The contracting officer shall advise the contractor in writing at least 60 calendar days before the contract period expires of the NAFI's desire to extend the period of the contract for 12 months. If the NAFI exercises this option, the extended contract shall be considered to include this option provision.

End of Section I

ORDER FOR SUPPLIES OR SERVICES				PAGE 1 OF 2	
1. CONTRACT/PURCHASE ORDER NO. HDQMWR-11-D-0001		2. DELIVERY ORDER NO. 00001		3. DATE OF ORDER (YYMMDD) 2010 Nov 22	
4. REQUISITION/PURCH REQUEST NO.		5. PRIORITY			
6. ISSUED BY COMMANDER, NAVY INSTALLATIONS COMMAND 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6560 (b) (6) E-mail: (b) (6) @navy.mil		7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See schedule if other)	
9. CONTRACTOR Kids Included Together, INC. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 225,858-5686		10. DELIVER TO FOB POINT BY (Date) (YYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED	
12. DISCOUNT TERMS NET 30 DAYS		13. MAIL INVOICES TO			
SHIP TO See Schedule of contract starting in page 5.		15. PAYMENT WILL BE MADE BY CNIC Millington (N911) 5720 Integrity Drive Millington, TN 38055-6510 Attention: (b) (6) @navy.mil		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
16. TYPE OF ORDER <input type="checkbox"/> DELIVERY <input type="checkbox"/> PURCHASE		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			
<div style="display: flex; justify-content: space-between;"> <div>NAME OF CONTRACTOR</div> <div>SIGNATURE</div> <div>TYPED NAME AND TITLE</div> <div>DATE SIGNED</div> </div> <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE NONAPPROPRIATED FUNDS Company Code: 12326 Cost Center: 6510 GL Account: 783089 \$ 1,075,173.00					
18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT
	See page 2 Schedule of Supplies/Services.				
				22. UNIT PRICE	23. AMOUNT
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle. 24. UNITED STATES OF AMERICA BY: (b) (6)				25. TOTAL \$1,075,173.00	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP. NO.	
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. D.O. VOUCHER NO.	
36. I certify this account is correct and proper for payment				29. DIFFERENCES	
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER				30. INITIALS	
				31. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
				32. PAID BY	
				33. AMOUNT VERIFIED CORRECT FOR	
				34. CHECK NUMBER	
				35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYMMDD)	
				40. TOTAL CONTAINERS	
				41. S/R ACCOUNT NUMBER	
				42. S/R VOUCHER NO.	

Continuation Page (Kids Included Together, INC.)

ITEM LIST					
LINE #	DESCRIPTION	QTY	UI	UNIT COST	EXTENSION
	ALL CLINS DESCRIBED BELOW ARE IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK				
0001	USN Task: (12 Months Tasking) Support to Inclusion Action Team	1	LOT	\$17,539.00	\$17,539.00
0002	USN Task (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$153,506.00	\$153,506.00
0003	USMC Task: (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$57,652.00	\$57,652.00
0004	USAF Task (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$59,502.00	\$59,502.00
0005	USA Task (12 Months Tasking) Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT	\$60,352.00	\$60,352.00
0010	All Service Task (24 EA) Webinar Services, General	1	LOT	\$48,000.00	\$48,000.00
0011	All Service Task (4 EA) Webinar Services, Management	1	LOT	\$8,770.00	\$8,770.00
0020	USN Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0021	USMC Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0022	USAF Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0023	USA Task: Training DVD	1	LOT	\$17,308.00	\$17,308.00
0024	All Service Task: eLearning Subscription	1	LOT	\$416,000.00	\$416,000.00
0025	All Service Task: Participation at the National Conference on Inclusion	1	LOT	\$53,846.00	\$53,846.00
0026	All service Task: Field Research	1	LOT	\$73,080.00	\$73,080.00
0027	All service Task: Working/Action Learning Group	1	LOT	\$17,539.00	\$17,539.00
0028	All service Task: Inclusive program criteria	1	LOT	\$8,770.00	\$8,770.00
0029	USN Task: Online orientation for Navy IAT members	1	LOT	\$5,846.00	\$5,846.00
0030	USN Task: eLearning module on behavior/guidance	1	LOT	\$25,539.00	\$25,539.00

Total amount of this delivery order is \$ 1,075,173.00.

The Contractor shall bill monthly for all CLINs cited in the delivery order.

ORDER FOR SUPPLIES OR SERVICES				PAGE 1 OF 2	
1. CONTRACT/PURCHASE ORDER NO. HDQMWR-11-D-0001		2. DELIVERY ORDER NO. 00002		3. DATE OF ORDER (YYMMDD) 2011JAN13	
4. REQUISITION/PURCH REQUEST NO.		5. PRIORITY			
6. ISSUED BY COMMANDER, NAVY INSTALLATIONS COMMAND 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6560 (b) (6) E-mail: (b) (6)@navy.mil		7. ADMINISTERED BY (If other than 6) Same as Block No. 6		8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See schedule if other)	
9. CONTRACTOR Kids Included Together, INC. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106. Telephone No. 225-858-5686		10. DELIVER TO FOB POINT BY (Date) (YYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED	
12. DISCOUNT TERMS NET 30 DAYS		13. MAIL INVOICES TO			
14. PAYMENT WILL BE MADE BY CNIC Millington (N911) 5720 Integrity Drive Millington, TN 38055-6510 Attention: (b) (6) 0874-2477		15. MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER			
16. TYPE OF ORDER DELIVERY This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. PURCHASE Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.		17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE NONAPPROPRIATED FUNDS Company Code: 12326 Cost Center: 6510 GL Account: 783089 \$54,000.00			
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES See page 2 for Schedule of Supplies/Services		20. QUANTITY ORDERED/ACCEPTED*	
21. UNIT		22. UNIT PRICE		23. AMOUNT	
24. UNITED STATES OF AMERICA (b) (6) BY: (b) (6)		25. TOTAL \$ 54,000.00		26. DIFFERENCES	
27. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.	
30. DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY	
33. I certify this account is correct and proper for payment DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER		34. AMOUNT VERIFIED CORRECT FOR		35. CHECK NUMBER	
36. RECEIVED AT		37. RECEIVED BY (Print)		38. DATE RECEIVED (YYMMDD)	
39. TOTAL CONTAINERS		40. S/R ACCOUNT NUMBER		41. S/R VOUCHER NO.	

DD Form 1155 Continuation Page 2 (Kids Included Together, INC)..

CLIN	Description	QTY	U/I	Price	Total Price
CLIN 0008	USAF Task: Site Visit	1	Lot	\$54,000.00	\$ 54,000.00

The total amount of this delivery order is \$ 54,000.00.

The current total amount issued for this IDIQ is \$1,129,173.00 (\$1,075,173.00 + \$54,000.00=\$1,129,173.00).

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2

1. CONTRACT/PURCHASE ORDER NO. HDQMWR-11-D-0001	2. DELIVERY ORDER NO. 00005	3. DATE OF ORDER (YYMMDD) 2011 Mar 24	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY
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6. ISSUED BY COMMANDER, NAVY INSTALLATIONS COMMAND 5720 INTEGRITY DRIVE BLDG 457 MILLINGTON, TN 38055-6560 (b) (6) Telephone No.: (b) (6) E-mail: (b) (6)@navy.mil	7. ADMINISTERED BY (If other than 6)	8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See schedule if other)
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9. CONTRACTOR NAME AND ADDRESS Kids Included Together, Inc. 2820 Roosevelt Road, Suite 202 San Diego, CA 92106 Telephone No. 225-858-5686	10. DELIVER TO FOB POINT BY (Date) (YYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED
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SHIP TO See Schedule	15. PAYMENT WILL BE MADE BY Commander Navy Installations Command ATTN: (b) (6) 5720 Integrity Drive Millington, TN 38055-6510 Telephone No. (b) (6)	13. MAIL INVOICES See Block # 15.
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16. TYPE OF ORDER DELIVERY PURCHASE	This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.
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NAME OF CONTRACTOR <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED
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17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
NONAPPROPRIATED FUNDS Company Code: 12326 Cost Center: 6510 GL Account: 783089 **\$156,600.00**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	2. AMOUNT
See page 2 for Schedule of Supplies/Services					

24. UNITED STATES OF AMERICA BY: (b) (6)	25. TOTAL \$156,600.00
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26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	27. SHIP. NO.	28. D.O. VOUCHER NO.	29. DIFFERENCES
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DATE	SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
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16. I certify this account is correct and proper for payment	34. CHECK NUMBER	35. BILL OF LADING NO.
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DATE	SIGNATURE AND TITLE OF CERTIFYING OFFICER	36. RECEIVED BY (Print)	39. DATE RECEIVED (YYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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7. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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DD Form 1155 CONTINUATION SHEET (Kids Included Together Inc).

CLIN	DESCRIPTION	QTY	U/I	Unit Price	Price
0009	USA Task: Site Visit	1	LOT	\$156,600.00	\$156,600.00 (Estimated)
Estimated Total Price for this Delivery Order:					\$156,600.00

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE OF PAGE 1 27	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER XXXXXX HDQMWR-11-R-0006		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 26 OCT 2010	
6. REQUISITION/PURCHASE NUMBER		7. ISSUED BY COMMANDER NAVY INSTALLTIONS COMMAND MILLINGTON DETACHMENT N944B ATTN: (b) (6) 5720 INTEGRITY DRIVE MILLINGTON, TN 38055-6500 (b) (6)		8. ADDRESS OFFER TO (If other than item 7) Same as Block # 7.			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in **See block #7** until **4:30PM** local time **28 OCT 2010**
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME (b) (6)	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. (b) (6) (b) (6)		C. E-MAIL ADDRESS (b) (6)

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	22-23
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	5-20	J		LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	20	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	24-27
	F	DELIVERIES OR PERFORMANCE					
X	G	CONTRACT ADMINISTRATION DATA	21-22	L		INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	H	SPECIAL CONTRACT REQUIREMENTS	22	M		EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION See Section G.
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM See Section G
24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is unusable

STANDARD FORM 33 (REV. 9-97)
Prescribed by GSA - FAR (48 CFR) 53.214 (c)

PART I, SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS

The Request for Proposal is for an Indefinite Quantity Contract (Time and Materials).

Base Year with Four (4) Option Years.

CLIN #	DESCRIPTION	QTY	U/I	UNIT COST	EXTENSION
	ALL CLINS DESCRIBED BELOW ARE IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK	1	LOT		
0001	<u>USN Task:</u> Support to Inclusion Action Team				
0002	<u>USN Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT		
0003	<u>USMC Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT		
0004	<u>USAF Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT		
0005	<u>USA Task:</u> Support Center: Executed via a call center accessed by a toll free number and via email	1	LOT		
0006	<u>USN Task:</u> Site Visits	1	LOT		
0007	<u>USMC Task:</u> Site Visits	1	LOT		
0008	<u>USAF Task:</u> Site Visits	1	LOT		
0009	<u>USA Task:</u> Site Visits	1	LOT		
0010	<u>USN Task::</u> Webinar Services, General	1	LOT		
0011	<u>USMC Task:</u> Webinar Services, General	1	LOT		
0012	<u>USAF Task:</u> Webinar Services, General	1	LOT		
0013	<u>USA Task</u> <u>Webinar Services, General:</u>	1	LOT		
0014	<u>USAF Task:</u> Webinar Services, Management	1	LOT		

0015	<u>USMC Task:</u> Webinar Services, Management	1	LOT		
0016	<u>USAF Task:</u> Webinar Services, Management	1	LOT		
0017	<u>USA Task:</u> Webinar Services, Management	1	LOT		
0018	<u>USN Task::</u> Print Material	1	LOT		
0019	<u>USMC Task::</u> Print Material	1	LOT		
0020	<u>USAF Task::</u> Print Material	1	LOT		
0021	<u>USA Task:</u> Print Material	1	LOT		
0022	<u>USN Task:</u> Presentation	1	LOT		
0023	<u>USMC Task:</u> Presentations	1	LOT		
0024	<u>USAF Task:</u> Presentations	1	LOT		
0025	<u>USA Task:</u> Presentation.	1	LOT		
0026	<u>USN Task:</u> Training DVD	1	LOT		
0027	<u>USMC Tasks:</u> Training DVD	1	LOT		
0028	<u>USAF Task::</u> Training DVD	1	LOT		
0029	<u>USA Task::</u> Training DVD	1	LOT		
0030	<u>All Service Task::</u> eLearning Subscription	1	LOT		
0031	All service Task Participation at the National Conference on Inclusion	1	LOT		
0032	All service Task Field Research	1	LOT		
0033	All service Task Working/Action Learning Group	1	LOT		
0034	All service Task Inclusive program criteria	1	LOT		
0035	USN Task Online orientation for Navy IAT members	1	LOT		
0036	USN Task eLearning module on behavior/guidance	1	LOT		

Estimated Total Amount for Base Period:

\$

1001	OPTION YEAR ONE (1) Includes all CLIN's for base year (0001 thru 0036) .IAW Statement of Work.	1	LOT		
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2001	OPTION YEAR TWO (2) Includes all CLIN's for base year (0001 thru 0036) IAW Statement of Work.	1	LOT		
3001	OPTION YEAR THREE (3) Includes all CLIN's for base year(0001 thru 0036 IAW Statement of Work.	1	LOT		
4001	OPTION YEAR FOUR (4) Includes all CLIN's for base year (0001 thru 0036) IAW Statement of Work	1	LOT		

End of Section B

PART I, SECTION C: DESCRIPTION/SPECS./WORK STATEMENT

BACKGROUND: This requirement is to support child and youth programs that include children with and without disabilities.

TASK/TITLE: Creative and technical services supporting Navy (USN), Marine (USMC), Air Force (USAF) and Army (USA) Child and Youth Programs working with children with and without disabilities.

OBJECTIVE: The vendor shall provide training and consultation support to all USN, USMC, USAF and USA Child and Youth Programs on the topic of inclusion of children with disabilities in Child Development Centers, Child Development Homes, School Age, Youth and Teen Programs. The focus is to support CYP professionals in increasing both their ability and confidence in supporting children with disabilities, to provide personalized technical assistance to staff when challenges arise and to provide direct support for the Inclusion Action Team process. To support on-going professional development the vendor shall develop new training materials, shall provide a robust online learning portal including training modules on specific disabilities and shall train a team of hand-picked trainers who can help present live training on inclusion at installations world-wide. The vendor shall provide training to the HQ Specialists so that they are familiar with the revised policies and procedures and so that they know what to look for in an inclusive program when they are out in the field. In response to demand from the field and CNIC, special attention must be given to providing guidance and instruction to support children with challenging behaviors.

PERIOD OF PERFORMANCE: 4 November 2010 – 3 November 2011

PLACE OF PERFORMANCE: As stated in each task.

TRAVEL: Travel associated with this contract will be reimbursed in accordance with JTFR, and US Navy NAF travel regulations, MWRDIVINST 4651.1J (or current version). The contractor shall provide all receipts associated with travel. Travel costs are not included in the cost of each task and will be billed in accordance with the regulation stated in this paragraph.

TECHNICAL REQUIREMENTS/TASKS/PERIODS OF PERFORMANCE

CLIN 0001 (USN Task):

Support to Inclusion Action Team

The vendor shall provide support to the on-going Inclusion Action Teams (IAT) by conducting administrative in-take of referral forms, tracking cases using secure web-based case management software, and assisting regions with conducting IAT meetings when necessary. The vendor shall be available to attend (2) IAT meetings per month via conference call. Additionally the vendor shall be available to support up to (4) IAT chairpersons to set up and maintain an active IAT. *To be completed ON-GOING at contractor's place of business.*

CLIN 0002 (USN Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number of 1-866 helpline (1-866-930-0931) and email capability (email address navycyphelp@xxx.xxx) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 2,080 hours. Additionally the call center shall have a voice mail capability in the event an after-hours call is received and a follow-up response shall be provided by the vendor within 1 business day. An inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit requests for help via email and a response shall be provided within 1 business day of receipt. All email requests and responses shall be recorded and capture; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor shall market the support center to USN CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0003 (USMC Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 2,340 hours. Additionally, an

inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USMC CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0004 (USAF Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 2,340 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USAF CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0005 (USA Task):

Support Center: Executed via a call center accessed by a toll free number and via email

Provide a dedicated call center with a toll free number and email capability (phone number and email address mutually agreed upon) that is staffed by inclusion specialist for all CYP staff utilization. Topics of calls or emails may include specific issues with children's behavior or necessary accommodations for different types of disabilities, communication with families, adherence with policies regarding child care and inclusion, adapting the physical, sensory and emotional environment for children with disabilities, training and coaching of staff and supporting positive behavior. Inclusion specialists will respond to requests for support with personalized information and detailed strategies. Call center hours shall not exceed 15 hours per week, total of 2,340 hours. Additionally, an inclusion specialist will be available for scheduled calls, to create recommendations for CYP professionals, to process the Inclusion Action Team referral forms and conduct follow-up and outreach calls. Data from the call; efforts to outcomes, region, installation, reason for call and detailed recommendations shall be recorded utilizing secure web-based software. Online files will be kept on children's Inclusion Action Team referral forms, linked to the CYP professional who submitted the form and accessible by CYP professionals. Additionally the vendor shall provide the capability for CYP professionals to submit request for help via email and a response shall be provided within 1 business day of receipt. All email request and responses will be recorded and captured; efforts to outcomes, region, installation, reason for request and detailed recommendations utilizing secure web-based software. Detailed reports of support center activity will be provided as requested. The vendor will market the support center to USA CYP professionals via live training events, mass email communications, and printed materials. *To be completed ON-GOING at contractor's place of business.*

CLIN 0006 (USN Task):

Site Visits

Between January 2011 and September 2011 vendor's inclusion specialist staff members shall travel to Navy installations to visit child and youth programs not to exceed 24 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USN HQ CYP.*

CLIN 0007 (USMC Task):

Site Visits

Between January 2011 and September 2011 vendor's inclusion specialist staff members shall travel to Marine installations to visit child and youth programs not to exceed 15 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USMC HQ CYP.*

CLIN 0008 (USAF Task):

Site Visits

Between January 2011 and September 2011 vendor's inclusion specialist staff members will travel to Air Force installations to visit child and youth programs not to exceed 24 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created by the vendor and submitted to the POC at each branch within 30 days of the visit. *Locations and dates are TBD by USAF HQ CYP.*

CLIN 0009 (USA Task):

Site Visits

Between January 2011 and September 2011 vendor's inclusion specialist staff members will travel to Army installations to visit child and youth programs not to exceed 72 business days. Vendor staff, normally one (not to exceed 2) per visit, will normally spend 2 (not to exceed 3) days with Navy CYP staff to provide training on inclusion, tour facilities, provide consultation on program environments, speak at staff meetings and promote services. Each visit will be tailored to the needs of the particular programs at the specific installation and vendor staff will provide specialized resources. Full details of each site visit will be entered utilizing secure web-based tracking software. Follow-up to each site visit will be provide by vendor staff, and may include a conference call or webinar with the staff from each site. A detailed written report of the visit will be created

by the vendor and submitted to the POC at each branch within 30 days of the visit.

Locations and dates are TBD by USA HQ CYP.

CLIN 0010 (USN Task):

Webinar Services, General

The vendor will offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0011 (USMC Task):

Webinar Services, General

The vendor will offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0012 (USAF Task)

Webinar Services, General

The vendor will offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a

reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0013 (USA Task):

Webinar Services, General

The vendor will offer (2) webinars per month on topics specific to the inclusion of children with disabilities in child and youth programs. The webinar, hosted by a reputable online company, shall be accessible by military computers, will last 30-60 minutes and will be recorded and archived on a web site that shall have 24/7 access so that staff who missed the live webinar can retrieve for viewing at a later date. The webinars will be led by qualified inclusion specialists and guest experts and will cover topics such as supporting challenging behavior, specific disability information, collaborating with resources for further learning. Each webinar will list resources for further learning. The vendor will market webinars through mass email, posting on on-line training calendars and in newsletter communications. The vendor will promote webinars and distribute printed schedules at live presentations, during conferences and while conducting site visits. Overseas installations may contact the vendor to schedule a special webinar for their staff. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0014 (USN Task):

Webinar Services, Management

The vendor will conduct (1) webinar per quarter specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be repeated once to accommodate different time zones for a total of (2) webinars per quarter. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary

follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0015 (USMC Task:
Webinar Services, Management

The vendor will conduct (1) webinar per quarter specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be repeated once to accommodate different time zones for a total of (2) webinars per quarter. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0016 (USAF Task:
Webinar Services, Management

The vendor will conduct (1) webinar per quarter specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be repeated once to accommodate different time zones for a total of (2) webinars per quarter. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0017 (USA Task:
Webinar Services, Management

The vendor will conduct (1) webinar per quarter specifically for management (directors, assistant directors, trainers and curriculum specialists) of military child care programs. The webinars will last 60-90 minutes and will include a coaching and modeling component, helping to support the program administrators in their role promoting inclusion in military child care programs. Each webinars will be repeated once to accommodate different time zones for a total of (2) webinars per quarter. Each webinar will include information about available resources (upcoming trainings, helpline, print materials) and an open forum for questions. The vendor will promote webinars through email and existing newsletters. The vendor shall handle all webinar registration and will send out any necessary

follow-up information to scheduled participants. *To be completed at contractor's place of business.*

CLIN 0018 (USN Task):

Print Material

The vendor will design, utilizing USN CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet *"What is Inclusion"* is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USN CYP graphics and language, print and distribute worldwide a job aid, *"Communication Journal for Parents and Providers"*. This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication. The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	2,000
Helping Children Understand Their Peers with Autism	2,000
Supporting Social-Emotional Needs	2,000
What is Inclusion	2,000
Communication Journal for Parents and Providers	10,000

To be completed ON-GOING at contractor's place of business.

CLIN 0019 (USMC Task):

Print Material

The vendor will design; utilizing USMC CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet *"What is Inclusion"* is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design

utilizing USMC CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication. The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	1,100
Helping Children Understand Their Peers with Autism	1,100
Supporting Social-Emotional Needs	1,100
What is Inclusion	1,100
Communication Journal for Parents and Providers	5,000

To be completed ON-GOING at contractor's place of business.

CLIN 0020 (USAF Task):

Print Material

The vendor will design; utilizing USAF CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USAF CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication. The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	3,250

Helping Children Understand Their Peers with Autism	3,250
Supporting Social-Emotional Needs	3,250
What is Inclusion	3,250
Communication Journal for Parents and Providers	15,000

To be completed ON-GOING at contractor's place of business.

CLIN 0021 (USA Task):

Print Material

The vendor will design; utilizing USA CYP graphic and language, a series of training booklets, print and distribute to military child care programs worldwide. The booklets: *Supporting Children with Developmental Disabilities*, *Helping Children Understand Their Peers with Autism* and *Supporting Social-Emotional Needs* shall contain instructions on supporting inclusion, tips for facilitating friendships, suggested accommodations for the disability and recommended book lists for staff and children. The booklet "*What is Inclusion*" is designed for parents of all children in military child care programs and is designed to help communicate the philosophy and benefits of inclusion. The vendor will design utilizing USA CYP graphics and language, print and distribute worldwide a job aid, "*Communication Journal for Parents and Providers*". This job aid is designed to facilitate communication between program staff and parents of children with disabilities and challenging behavior. This is a small, specialized notebook that travels back and forth between the program and family home and provides day-to-day information about the child's progress in the program. This spiral-bound journal shall include tips for successful collaboration and communication. The service will issue a delivery order for print material with a not to exceed quantity as indicated by the table below:

Title	Not to exceed Qty.
Supporting Children with Developmental Disabilities	4,350
Helping Children Understand Their Peers with Autism	4,350
Supporting Social-Emotional Needs	4,350
What is Inclusion	4,350
Communication Journal for Parents and Providers	20,000

To be completed ON-GOING at contractor's place of business.

CLIN 0022 (USN Task):

Presentations

The vendor will provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences.

Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0023 (USMC Task):

Presentations

The vendor will provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences.

Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0024 (USAF Task):

Presentations

The vendor will provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences.

Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0025 (USA Task):

Presentations

The vendor will provide presentations on various topics related to inclusion of children with disabilities at regional, national or international conferences. The presentations will be between one and three hours in length (according to conference planners needs) and may be repeated either on the same day, or the following day at a maximum total of (3) one or two day conferences.

Presentation dates and specific schedule will be mutually agreed upon by the requesting service and the vendor. All training modules that are presented shall qualify for continuing education units. *To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.*

CLIN 0026 (USN Task):

Training DVD

The vendor will produce; utilizing USN CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program,

from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 100 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0027 (USMC Task):

Training DVD

The vendor will produce; utilizing USMC CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 100 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0028 (USAF Task):

Training DVD

The vendor will produce; utilizing USAF CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 200 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0029 (USA Task):

Training DVD

The vendor will produce; utilizing USA CYP graphic and language, and distribute a professional quality training DVD on the topic of setting up inclusive program environments. The DVD will include recommendations for all levels of program, from early childhood to teen. The DVD will be filmed in military child care settings and use professional on-camera talent and master trainers. The vendor will ship 200 copies as a fulfillment order and will host the DVD on a web site for viewing and downloading. *To be completed ON-GOING at contractor's place of business.*

CLIN 0030 (All service Task):

eLearning Subscription

The vendor will provide a learning portal that can be accessed 24/7 from military computers as well as personal computers. Each eLearning Subscription, not to exceed 16,500, shall be an individualized account that is password-protected and shall include a learning management system (LMS). The LMS will track all course work to include progress on module completion and all completed

modules. The subscription includes a series of self-paced modules on inclusion and related topics and training delivered via streaming video and audio podcast for staff working in child and youth programs. The modules shall use flash-based interactivities, streaming video and include relevant case studies. Closed-captioning and text-based versions shall be available for users with disabilities. The eLearning subscription shall include downloadable print materials, handouts, and podcasts. Self-paced modules shall include *Opening Doors to Inclusive Programs* series, as well as training on specific topics like *Incorporating Sensory Supports* and *Stop, Schedule, Support*. Upon successful completion of a module a user shall have the ability to print a certificate of completion. All modules shall qualify as continuing education units. Additionally, an administrator account will be established for each service to track staff utilization. *To be completed ON-GOING at contractor's place of business.*

CLIN 0031 (All service Task):

Participation at the National Conference on Inclusion

Each service branch shall participate in the National Conference on Inclusion as per the table below. The conference shall consist of 3 days of presentations on inclusion specific to child and youth programs. The service branch is responsible for travel and accommodations of their participants.

Service	Not to exceed number of participants
USN	20
USMC	10
USAF	30
USA	40

CLIN 0032 (All service Task):

Field Research

The vendor shall be very familiar with current policies related to inclusion and child care in all service branches. The vendor shall carry out a thorough a thoughtful research and exploration process involving material review, interviews with key stakeholders and a survey created by the vendor which shall be distributed to all CYP staff at all levels if they are not very familiar with the respective service branch CYP. If required; research will be on-going and shall include the following, but is not limited to:

- review all service CYP materials, operations guides and related curriculum information
- vendor staff will be available to attend a meeting of administrators or managers (one per branch and at the branches discretion) to facilitate a pre-planning discussion using a series of guided questions

- vendor staff (one, not to exceed two) shall conduct a site visit to a region of each branches choice to observe programs for replication or to understand challenges
- vendor will host a series of 3 (not to exceed 5) conference calls with key stakeholders in each branch to determine resources needed and understand existing processes. Dates and times will be mutually agreed upon
- vendor will create an internet survey tool to question the field on their needs related to inclusion in their programs. Vendor staff will analyze the data and provide a detailed report to each service branch

To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.

CLIN 0033 (All service Task):

Working/Action Learning Group

The vendor shall be very familiar with service branch needs related to inclusion of children with disabilities. If the vendor is not extremely familiar with service needs the vendor will establish a working group of 6-15 key stakeholders in each service branch to assist in determining the needs of the field related to inclusion of children with disabilities. Working group members will be selected by executive management and POC at each branch and will represent a variety of positions, types of programs and geographic locations. The working group will help the vendor staff understand what the major concerns of the field are in relation to inclusion. The working group will provide the vendor with valuable direction in supporting child and youth professionals. The vendor will develop a 6 hour workshop to elicit information from the working group members through a process of guided reflection, open space technology and facilitated discussion.

To be delivered at the location and on the date mutually agreed upon between the vendor and each service branch.

CLIN 0034 (All service Task):

Inclusive program criteria

The vendor shall develop a document outlining the elements of inclusive programs for use by program management by each service branch. The criteria will involve a variety of program elements, including in-take process and procedures, accommodations, physical and sensory environment, consistency of care giving and behavior support. The criteria will be individualized for each service branch, taking into account their language, policies and accreditation and curriculum as well as federal laws and DoD instructions. *To be completed ON-GOING at contractor's place of business.*

CLIN 0035 (USN Task):

Online orientation for Navy IAT members

The vendor will write, develop and record an orientation for people serving as members of Inclusion Action Teams in all regions. The orientation will be self-

paced and available 24/7 via the vendor's portal and accessible by military computers as well as personal computers. The orientation will cover the responsibilities of membership in the Inclusion Action Team, structure and goals, potential community resources and the referral process that is used prior to the IAT meeting. *To be completed ON-GOING at contractor's place of business.*

CLIN 0036 (USN Task):

eLearning module on behavior/guidance

The vendor shall research, write, develop and produce an eLearning module on the topic of Navy CYP guidance for supporting behavior. The module will utilize streaming video, interactivities, downloadable handouts and accessible formats. Video will be filmed in Navy CYP settings. This module shall be available 24/7 as an on-demand training module hosted on the vendor's portal embedded in the LMS. Upon successful completion, each user can print a certificate of completion. The module shall qualify as continuing education units. *To be completed ON-GOING at contractor's place of business.*

PART III, SECTION E – INSPECTION AND ACCEPTANCE

Unless otherwise provided herein, inspection shall be made after receipt of the supplies/equipment by the ordering activity, or after completion of services by the Contractor. Inspection and acceptance shall not be conclusive, with respect to latent defects or fraud, or with respect to the NAFI's rights under the Proof of Shipment provisions contained herein. In case any supplies/equipment or services are defective in material or workmanship, or are otherwise not in conformity with the requirements of this contract, the NAFI shall have the right to reject such supplies or services, or to require replacement or correction. Rejected supplies/equipment shall be removed by and at the expense of the Contractor promptly after notice. If required by the NAFI, the Contractor, after notice of defect or non-conformance, shall, in a timely manner, correct or replace the defective or non-conforming supplies/equipment or services, or any part thereof. When such correction or replacement requires transportation of the supplies/equipment or part thereof, all shipping costs to and from the Contractor's plant or place of business shall be borne by the Contractor.

End of Section E

PART IV, SECTION G – CONTRACT ADMINISTRATION

G-1. Submit invoices to:

CNIC MILLINGTON (N912)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-6510

ATT: (b) (6) (b) (6)
(b) (6)

INVOICES. An invoice is a written request for payment under the contract for supplies/equipment delivered or for services rendered. In order to be proper, an invoice should include (and in order to support the payment of interest penalties) must include the following:

- a. Invoice date;
- b. Name of Contractor;
- c. Contract number (include order number, if any) contract description of supplies or services, quantity, contract unit of measure and unit price and extended total;
- d. Shipment number and date of shipment;
- e. Name and address to which payment is to be sent (name must be the same as that in the contract or on a proper notice of assignment);
- f. Name (where practicable), title, telephone number and mailing address of person to be notified in event of a defective invoice; and
- g. Any other information or documentation required by other provisions of the contract (such as evidence of shipment)

Invoices shall be prepared and submitted in duplicate (one copy shall be marked "Original") unless otherwise specified.

G-2. Accounting Classification:

Non Appropriated Funds Company Code: 12326 Cost Center: 6510 GL
Account: 783089

G-3 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

a. The COR serves primarily as liaison between the Contractor and the Contracting Officer. The COR clarifies contract requirements as necessary with respect to the specification or statement of work, and monitors the progress and quality of Contractor performance. The COR may not direct the Contractor in performance of the work. The COR will inspect and/or accept the services and/or deliverables due as the Contracting Officer's Representative. All matters pertaining to this contract of a technical nature should be referred to the below listed Contracting Officer's Representative:

COR: (b) (6)

E-mail: (b) (6)
Telephone No.: (b) (6)

b. The COR is not an Administrative Contracting Officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the contract.

c. When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract, the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the Contractor under such direction until the Contracting Officer has issued a modification to the contract, or until the issue has been otherwise resolved.

NOTE: THE COR DOES NOT HAVE THE AUTHORITY TO CHANGE ANY ASPECT OF THE CONTRACT, NOR TO OBLIGATE THE NAFI IN CONTRACTUAL MATTERS. THE MWR DIVISION CONTRACTING OFFICER IS THE SOLE PERSON AUTHORIZED TO CHANGE, MODIFY, OR OTHERWISE ALTER ANY OF THE REQUIREMENTS OF THIS CONTRACT. CHANGES EFFECTED BY ANYONE OTHER THAN THE MWR DIVISION CONTRACTING OFFICER WILL NOT OBLIGATE THE MWR DIVISION

PART I, SECTION H - SPECIAL CONTRACT REQUIREMENTS

H-1. **DEPARTMENT OF LABOR WAGE DETERMINATION:** The service contract act and DOL wage Determination WD apply to this contract. The wage determination is available from: <http://www.wdol.gov/sca.aspx#0>.

End of Section H.

PART V, SECTION I: CONTRACT CLAUSES

NONAPPROPRIATED FUND CONTRACT CLAUSES APPLY TO THIS CONTRACT AND ARE AVAILABLE AT:

AT: <http://www.mwr.navy.mil/mwrprgms/facacq.htm>

SCROLL TO *Other Sample Documents* and click on NAF Contract Clauses.

SUPPLEMENTAL CLAUSES

1. REQUIREMENTS

a. This is a requirements contract for the supplies or services specified and effective for the period stated, in the schedule. The quantities of supplies or services specified in the schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the NAFI's requirements do not result in orders in the estimated quantities described in the

Schedule, that fact shall not constitute the basis for an equitable price adjustment.

b. Delivery or performance shall be made only as authorized by delivery orders issued in accordance with the Ordering clause. The contractor shall furnish to the NAFI all supplies or services specified in the Schedule and called for by delivery orders issued in accordance with the Ordering clause. The NAFI may issue delivery orders requiring delivery to multiple destinations or performance at multiple locations. There is no limit on the number or orders that may be issued by the NAFI.

c. The NAFI shall order from the Contractor all the supplies or services specified in the schedule that are required to be purchased by the NAFI activity or activities specified in the schedule.

d. Delivery orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the NAFI respecting those orders shall be governed by the terms of the contract to the same extent as if completed during the effective period of this contract.

2. ORDERING. The supplies or services to be furnished under this contract will be ordered from time to time during the contract term, by the NAFI or its authorized representative. Each such order will be placed via a written delivery order. All delivery orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order and this contract, the contract shall control.

3. OPTION TO EXTEND. The contracting officer shall advise the contractor in writing at least 60 calendar days before the contract period expires of the NAFI's desire to extend the period of the contract for 12 months. If the NAFI exercises this option, the extended contract shall be considered to include this option provision.

End of Section I

PART IV, SECTION K

REPRESENTATIONS, CERTIFICATIONS AND ACKNOWLEDGMENTS

WALSH-HEALEY PUBLIC CONTRACTS ACT REPRESENTATIONS

(Applicable to supply contracts exceeding \$10,000.00)

The offeror represents as a part of this offer that the offeror { } is or { } is not a regular dealer in, or { } is or { } is not a manufacturer of, the supplies offered.

CONTINGENT FEE (Applicable to contracts over \$25,000)

(a) Offeror _____ has _____ has not employed any company or persons (other than a full-time bona fide employee working solely for the offeror) to solicit or secure this contract, and (b) _____ has _____ has not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror) any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract; and agrees to furnish information relating to (a) and (b), as requested by the contracting officer. (Interpretation of the representation, including the term "bona fide employee," see subpart 3.4 of the Federal Acquisition Regulation.)

TYPE OF BUSINESS ORGANIZATION

Offeror operates as _____ an individual _____ a partnership _____ a nonprofit organization _____ a corporation, incorporated under the laws of the State of _____.

EQUAL OPPORTUNITY (EO) (Applicable to contracts exceeding \$10,000.00 not exempt from EO)

(a) Offeror _____ has _____ has not participated in a previous contract or subcontract subject either to the EO clause herein or the clause originally contained in section 310 of Executive Order No. 10925, or the clause contained in section 201 of Executive Order No. 11114; offeror _____ has _____ has not filed all required compliance reports; and that representation indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards.

(b) Offeror represents that (1) it _____ has developed and has on file _____ has not developed and does not have on file, at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) or (2) _____ it has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION
(Applicable to contracts over \$25,000.00)

(a) By submission of this offer, the offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and

(3) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on this offer certifies that the signatory:

(1) Is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that the signatory has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above; or

(2) (i) Is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their agent does hereby so certify; and (ii) has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above.

CERTIFICATION OF NONSEGREGATED FACILITIES (Applicable to contracts and subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the EO clause)

(a) By submission of this offer, offeror/subContractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. Offeror/subContractor agrees that a breach of this certification is a violation of the EO clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. Offeror further agrees that (except where it has obtained identical certifications from proposed subContractors for specific time periods) it will (1) obtain identical certifications from proposed subContractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the EO clause; (2) retain such certifications in its files; and (3) forward the following notice to such proposed subContractors (except where the proposed subContractors have submitted identical certifications for specific time periods):

Notice to prospective subContractors of requirement for certifications of nonsegregated facilities.

(b) A Certification of Nonsegregated Facilities must be submitted prior to the award of a subcontract exceeding \$10,000.00 which is not exempt from the provisions of the EO clause.

(c) The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually). NOTE: The penalty for making false offers is prescribed in 18 U.S.C. 1001.

(d) ACKNOWLEDGMENT OF AMENDMENTS

	Amendment No.	Date
The offeror acknowledges	_____	_____
receipt of amendments to	_____	_____
the solicitation for offers	_____	_____
and related documents	_____	_____
numbered and dated as	_____	_____
follows:		

NOTE: Offers must set forth accurate and complete information as required by this Solicitation (including attachments). The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

EMPLOYMENT LAW OFFICE OF WARD HEINRICH
ATTORNEY AT LAW

4565 RUFFNER STREET, SUITE 207, SAN DIEGO, CA 92111 (858) 292-0792/(858) 408-7543 (FAX)
SWHEINRICH@GMAIL.COM

May 11, 2017

(b) (6)

Office of Counsel
Commander, Navy Installations Command
716 Sicard Street SE Suite 1000
Washington Navy Yard, DC 20374-5140

Re: Anderson v. Kids Included Together (KIT)

Dear (b) (6),

I reached out to (b) (6) and (b) (6), counsel for Commander, Navy Installations Command (CNIC), in Millington Tennessee. I asked them to provide me the process by which I could have (b) (6) testify in San Diego. She also works in Millington Tennessee. My client, (b) (6) has sued KIT, a San Diego contractor, for wrongful termination, retaliation, and a few other related claims. A major thrust of our case is the state of mind of my client just before and after her termination and at the time of her termination. During that time, she had several telephone conversations with (b) (6). What was said during those conversations will shed great light onto my client's state of mind.

(b) (6) directed me to contact you to request (b) (6)'s presence and testimony at trial. (b) (6) provided me the form which describes how to properly make such a request. It is enclosed for your convenience. I will provide the information on the form in the order listed on the form.

1.a.(1) Caption of case is enclosed.

1.a.(2) Plaintiff's (b) (6) counsel:

Ward Heinrichs
4565 Ruffner Street, Suite 206
San Diego, CA 92111
(858) 292-0792

Defendant's (KIT) counsel:

John Clifford
Wilson Elser Moskowitz Edelman & Dicker LLP
655 West Broadway - Suite 900
San Diego, CA 92101-8484
619.881.3320 (Direct)
619.321.6200 (Main)

1.a.(3) Trial Call is on August 4, 2017. Trial will most likely start on August 7. I anticipate that (b) (6) will testify on August 8. We can have her fly to San Diego on August 6, put her in a hotel for two or three nights and have her leave on August 8 or 9.

1.b.(1) (b) (6), the plaintiff, called (b) (6) several times just before (b) (6) was terminated and just after. Her termination date was June 18, 2013. They also spoke once in July of 2013, once in 2015, and once in 2017. During each conversation, (b) (6) told (b) (6)

NSM
Rvd
22 May

(b) (6)

Re: Anderson v. KIT

May 11, 2017

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(b) (6) that she believed KIT was defrauding the government by wrongfully overbilling. She still suspects that KIT may be over billing even now. We contend that KIT never adequately gave (b) (6) a good explanation, or any explanation, for what logically appeared to her to be over billing. Instead, KIT terminated her without cause. (b) (6) called (b) (6) to report her suspicions. At several different times during their various conversations, (b) (6) shared (b) (6) suspicion and told her she would investigate. In one of their later conversations, after (b) (6) had spoken to (b) (6) she said that she would need documents supporting (b) (6) claims. (b) (6) never produced the documents because she feared that KIT would sue her for disclosing them; she had received cease and desist letters in June and July of 2013. We believe that (b) (6) can testify about those conversations and my client's state of mind.

1.b.(3) It's possible that she could be asked to elicit expert opinions on government contracting, but doubtful. No experts were named or deposed and the Court will not likely allow any expert opinions.

1.c.(1) In late April of 2013, (b) (6) thought that KIT was wasting government money by spending profits recklessly, and she suspected that they were over billing the government. On May 3, 2013, (b) (6) met with her boss and the CEO of KIT. They discussed the alleged waste of government money and the over-billing issue. Her boss and CEO agreed to investigate the issues further. (b) (6)'s boss responded in writing on May 14 that KIT was properly spending the profit it made on their government contracts, but she did not address the over-billing issue. By May 14, (b) (6) agreed that KIT was allowed to spend its profit in any manner it wished, but her suspicions of over-billing only grew because her boss failed to even address that in writing. At no time did KIT address the over-billing issue in writing. (b) (6) has testified that no one at KIT explained to her why her over-billing concerns were not factually correct. Instead, KIT kept her in the dark and terminated her without cause on June 18, 2013. KIT contends that (b) (6) was an independent contractor and that her belief that KIT over billed was not reasonable. The trial call date is August 4, 2017.

1.c.(2) Because KIT contends that (b) (6)'s concerns about KIT's over-billing/fraudulent billing were not reasonable, her complaints to (b) (6) are very relevant to her state of mind, why she believed that KIT fraudulently over-billed, and her reasonable belief of the over-billing. (b) (6) was the Contracting Officer who signed the KIT contract and was the government employee to whom (b) (6) complained about the over-billing.

1.c.(3) (b) (6) is not seeking expert opinion from (b) (6) only percipient testimony. However, because (b) (6) is a contracting officer, her testimony could naturally touch on contracting issues. The defense could attempt to elicit an expert opinion. Additionally, she could testify, without stating an opinion, on related contracting matters. The Court has not authorized expert testimony in this case and would most likely not allow any.

2.a. (b) (6) is willing to pay for (b) (6)'s travel, lodging, and other reasonably expenses related to her presence at (b) (6)'s trial.

2.b. No deposition testimony is being sought at this time.

2.c. (b) (6) agrees to give 10 days' notice before interviewing (b) (6). This letter gives more than 10 days of notice of the need for her trial testimony.

2.d. No deposition testimony is being sought at this time.

(b) (6)

Re: Anderson v. KIT

May 11, 2017

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2.e. (b) (6) is the active contracting officer on the KIT contract.

2.f. (b) (6) agrees to give (b) (6) a signed copy of any statement she makes. If (b) (6) were to be deposed (b) (6), then (b) (6) would give her a free copy of the deposition transcript.

2.g. If (b) (6) were to be deposed (b) (6) in this case, (b) (6) agrees to give (b) (6) an opportunity to read, correct, and sign the transcript.

2.h. (b) (6) understands that the United States reserves the right to have a representative present at any interview or deposition.

2.i. (b) (6) will provide a copy of all correspondence from the determining authority to opposing counsel.

Very truly yours,



S. Ward Heinrichs

SWH/ad

Enclosures

1 S. Ward Heinrichs, State Bar No. 157774
2 **LAW OFFICE OF WARD HEINRICH**
3 4565 Ruffner Street, Suite 207
4 San Diego, California 92111
5 Telephone: (858) 292-0792
6 Fax: (858) 408-7543

7 Attorney for Plaintiff (b) (6)

8 SUPERIOR COURT OF THE STATE OF CALIFORNIA
9 COUNTY OF SAN DIEGO, CENTRAL DIVISION
10

11 (b) (6), an individual,

12 Plaintiff,

13 v.

14 KIDS INCLUDED TOGETHER, a California
15 Corporation, and DOES 1 through 25, inclusive,

16 Defendants.

Case No. 37-2015-00020422-CU-BC-CTL

Dept: D-67

Judge: Hon. Eddie C. Sturgeon